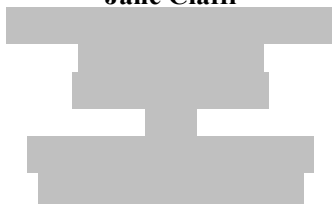


Curriculum Vitae

Jane Ciaffi



Personal profile

I am conscientious, reliable and flexible in my approach to my work. I thrive on new challenges and on achieving high standards. My personal strengths include being energetic resourceful and hard working. I am organized, motivated and work well under pressure. Keen to undertake new training when necessary to meet the requirements of the workplace.

At present working as TEFL teacher: **for Mac Language School at Comando Generale della Guardia di Finanza (Rome);**

Working experience as TEFL teacher:

Summer 2015 - For PLUS at Bedfordshire University -Bedford- UK (Summer courses)2014/2015Azienda Ospedaliera S.Camillo/Forlanini (Courses for adults)

Datamate Software&Hardware(Business Course); Kangaroo Net Company KNC (Courses for adults)
- For Mac Language School at **Gruppo Guardia di Finanza** (Fiumicino aeroporto).

Summer 2014 - For PLUS at Bedfordshire University -Bedford- UK (Summer courses)

2014 - For Mac Language School at Scuola Polizia Tributaria Lido di Ostia (Guardia di Finanza)

2013/2014 – at Azienda Ospedaliera S.Camillo/Forlanini (Courses for adults)

Summer 2013 –For PLUS at Bedfordshire University -Bedford- UK (Summer courses)

2012/2013- For Inventa Training Brokers at “R.I.N.A” Rome –Italy (Business Courses); at Esercito Italiano (Cecchignola);- Millenium Language School at “I.B.M.” Rome –Italy (Business Courses)

2011 – For Mac Language School at “Aeronautica Militare” -Ciampino - (RM) -Italy; “Scuola Allievi Ufficiali dei Carabinieri” – Velletri (RM)– Italy;

October/June 2008 /2010 – For **Darby school of languages** - Rome – Italy at: Liceo scientifico “Cannizzaro”; Liceo Scientifico “Primo Levi”; Liceo Classico “Plauto; (Courses PET-KET- FIRST CERTIFICATE).

October/June. 2008 /10-For **InEnglish** (Rome - Italy) at Scuola Materna “Sesto Miglio” and Scuola Media “Quarto miglio”(TRINITY Courses).

July/August 2007 -TEFL teacher at Bedfordshire University for “**W.I.B. Language Training**” (Bedford -U.K.).

May 2007 - Teaching Assistant- Level 3 Newman Middle School (Bedford – U.K.)

March/April 2007 -Teaching Assistant- Level 3 Brickhill Lower School (Bedford –U.K.)

February 2007 -Teaching Assistant - Level 3 at Mark Rutherford Upper School (Bedford–U.K.)

From 1998 to 2006 for “**DARBY SCHOOL OF LANGUAGES**” Rome – Italy as TEFL teacher to managers in E.N.I. S.p.A. & Agip Petroli S.p.A.(Oil Company).

Company courses in Rome - Italy: SELEX - MBS- Wandel&Goltermann-ALENIA S.p.A. -SIGMA-TAU S.p.A. - Confindustria - I.M.I. S.p.A. - Agip Petroli S.p.A.

1997 - 1998 -Trust Europe: Courses for managers;

1993 - 1994 - NET (New English Teaching): Courses for children.

1992 - 1993 - Istituto Tecnico S.Filippo Neri (High school);

1990 - 1992 - Arcobaleno (Nursery School);

1987 - 1989 - Enciclopedia Britannica: Courses for adults;

1988 - 1998 - Istituto Italiano della Comunicazione: Courses for managers;

1987 - 1988 - Istituto Lingue Moderne EUR: Courses for adults;

1986 - 1987 - New English Center: Courses for adults and children;

1985 - 1986 - Eur Center Lingue: Courses for adults;

1984 - 1985 - Buckingham School: Courses for children;

1982 - 1984 - Panvista Multimethod: Courses for adults;

1981 - 1982 - Euroschool: Courses for children.

Other work experience in general during teaching holidays

1988 - HOTEL RIPA RESIDENCE (Rome - Italy): **Tour guide - Secretary - Receptionist**;
1987 - ARS INFORMATICA (Rome - Italy): **Secretary**;
1983 - HOTEL BAIA DELL'EST (Catanzaro -Italy): **Tour guide, Secretary Receptionist**;
1982 - EDITRICE COMMERCIO ESTERO (Rome - Italy): **Secretary**;
1981 - LUCIANO LOZZI FURS AND LEATHER (Rome - Italy): **Salesperson**;
1980 - TEXAS INSTRUMENTS (UK): **Assembly of microchips**;

Languages

ENGLISH: Mother- tongue
ITALIAN: Fluent (spoken and written)
FRENCH: Elementary

Education

1980-1981 High-School Diploma for "TOURIST OPERATOR"
"Istituto Tecnico Giulio Romano" Rome- Italy

Professional training

2007 - ITQ **Qualification Level 2** for the use of the most common Office software.
1993 – **TEFL Qualification** at "The Educational Trust"- University of Norwich (U.K.);
1982 – **TEFL Qualification** at "Panvista Multimethod School" - Rome- Italy;
1981 - Professional English **Tour Guide Qualification** (Licence) "Regione Lazio" Rome- Italy.

Skills and experience

The majority of my working career has been in a teaching capacity, but I have held secretarial and receptionist roles during teaching holidays.

Skills and experience I have acquired during my career that I feel are relevant to this role are:

Planning: as a teacher I am responsible for ensuring the curriculum is covered during the duration of the course and create lesson plans to achieve this objective.

Coaching- for students who find particular areas difficult, I am able to explain in various ways so that they are able to learn the particular topic or subject.

Motivation- ability to get students to work as a team and meet the objectives of the course.

Flexible approach- being able to adapt the lesson plan to cater for areas where the students required more or less coaching.

In a none teaching capacity being prepared to deal with tasks, activities as required to fulfill the requirements of the department or team.

Team player-I also like to work as part of a team, to achieve aims and goals.

Communication is a key skill in teaching, to be able to get the message across in a clear and concise manner, and being able to explain in more than one way.

Energetic and focused individual- if I know what is required I put in 100% effort.

Skills- I have recently attended a Computer refresher course, covering Word, Vista, Excel and Outlook Express to ensure I am able to use the latest functionality.

Customer facing skills acquired whilst I was working as a receptionist, the ability to remain calm under pressure, to listen and ask relevant questions when required.

References

Carmen Lora - Managing director for **Mac Language School**. c.lora@maclanguage.it
349 860 4736

Filomena Fusco- Project Manager at **INVENTA Language Training Brokers**
+39 392 9366080E-mail: filomena.fusco@inventaltb.com

www.inventaltb.com

Gilda Darby –Managing Director at **Darby School of Languages**

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