

# Catherine G. Ches

## Experience

- LUISS Digital Communications and New Media** **May 2015- present**  
Freelance Translator and Web Editor Rome, Italy
- Translating / editing all content on the university's site, including static and journalistic content
  - Creating original materials including social media posts, videos and admissions brochures
  - Developing a style guide and translation glossary of common terms for Italian contributors
- Lovli.it** **November 2013- present**  
Freelance Copywriter and Translator Milan, Italy
- Preparing product descriptions, designer bios and emails for an Italian ecommerce
  - Keeping a flexible schedule to accommodate tight deadlines and last minute projects
- The British Institute of Florence** **November 2013- May 2015**  
English Teacher Florence, Italy
- Teaching group and individual courses to students of all ages both on and off site
  - Preparing students for the KET and PET exams
  - Supervising and invigilating exam sessions
- Byron Language Development** **September 2011- December 2013**  
English Teacher Rome, Italy
- Teaching general and business English to small groups of adults at their place of work
  - Autonomously organizing syllabi and lesson plans based on students' needs and interests
  - Building and maintaining relationships with our clients' Human Resources departments
- Istituto Tecnico Commerciale Statale Enrico Tosi** **October 2010- May 2011**  
English Language Assistant Busto Arsizio, Italy
- Taught conversational English and American culture to classes of twenty-five to thirty high school students
  - Contributed to the school's faculty-written Book in Progress and created supplementary materials
- New York University in Florence Office of Student Life** **August 2009- June 2010**  
Office Assistant Florence, Italy
- Assisted staff in the day-to-day running of the office including responding to student inquiries
  - Organized travel and cultural events for visiting students
  - Helped students with immigration paperwork, emergency passport issues and police reports
  - Carried the on-duty phone to deal with student emergencies after office hours

## Education

- New York University in Florence** Florence, Italy  
Master of Arts in Italian Studies August, 2010
- GPA: 3.95/ 4.00
  - 12/32 credits completed at the Università degli Studi di Firenze
- University of Michigan** Ann Arbor, MI  
Bachelor of Arts in History and Political Science April, 2008
- Concentration in Contemporary European studies
- Università degli Studi di Padova** Padua, Italy  
Exchange student 2006 / 2007