

ADELE BATTISTINI



PROFILE

I am a **degree educated qualified EFL teacher** with a passion for serving as an effective educator and helping students to achieve proficiency in English. I enjoy using my creativity to produce stimulating lessons, to inspire and engage a class.
My motto? *Teaching is a work of art.*

TECHNICAL SKILLS

- ✓ Microsoft Word, Excel, Power Point
- ✓ **Video conferencing platforms**
(Zoom, Teams)
- ✓ File sharing programmes
- ✓ **Distance learning platforms** (Brightspace, Moodle, Google Classroom, Jamboard)
- ✓ **Electronic presentations**
- ✓ **Web editing (CMS)**
- ✓ **Social media management**

HOBBIES

✓ Drama: attended acting courses at Teatro di Cestello (Firenze) and Scuola Civica Teatro Paolo Grassi (Milano). Performed in four theatre plays

CONTACTS



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Referees available upon request

EDUCATION

Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK

Grade: **Merit**

Main subjects:

Lesson planning

Teaching receptive and productive skills

Teaching Pronunciation

Teaching grammar

Teaching Materials and aids

Testing and evaluation

Classroom management

Master's Degree in English Language and Literature, University of Turin

Grade: **108/110**

Date earned: June 1994

Main subjects:

English Language including phonetics and phonology, History of the English Language, English Literature, North American Literature, History of North America

CAE (Certificate of Advanced English), Cambridge Assessment, Cambridge University. Grade: **A**

EMPLOYMENT HISTORY

2012-2022: **European University Institute**, Florence

Worked as an Executive Assistant to a group of native English speakers in the field of post-graduate education. Among my responsibilities, I **developed, edit and administered training materials to new hires**. As an e-learning delegate, created a new training programme focused on the use of Brightspace.

2005-2010: **European Training Foundation**, Turin

Worked as a Project Assistant. Among my responsibilities, I trained, mentored and coached new staff.

2003-2005, **Gibiem**, Turin

Taught **Business and General English** to business professionals (five classes with an average of 15 students each, including beginner, intermediate and advanced students)

Taught **Undergraduate students, Faculty of Architecture**, University of Turin (upper-intermediate level)

1997-2022: **Poliedra Progetti Integrati**, Turin

Worked as an executive assistant. Among my responsibilities, I translated written and oral communications between English and Italian

June-August 1994, 1995, 1996: **EF International**

As a **course leader**, I travelled with groups of Italian young students to EF summer camps in Cambridge, Manchester, Dublin. I was responsible for the safety and welfare of the students, and also assisted in running the activities and excursions which the students participated in.