



LORELLA SARDO

professional cv

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PERSONAL DETAILS

Date of birth: 5th July 1962
Place of birth: Valenza (AL)
Marital status: unmarried

WORKING EXPERIENCES

2018

Language courses at **SAIWA** – Capriata d’Orba for **DEAGOSTINI**

Educational Holiday for Secondary School Students at **HEDGE END**

Educational Trip UNITRE at **CYPRUS**

Group Leader for Liceo Scientifico Brescia Progetto Alternanza Scuola

Lavoro in **Winchester** for **TELS**

n. 3 Individual courses of Business English (**BEC Exams**) for **ASEI SCHOOL** Alessandria

Group Leader for Liceo Scientifico Rovigo Progetto Alternanza Scuola

Lavoro in **Winchester** for **TELS**

English for children at **Nursery School** Pecetto

Integrative **CLIL** course – **Primary School** Pecetto (AL)

2017

Evening Courses for adults at **Oxford Centre** - Valenza

Educational Holiday at **Romsey** for I Viaggi di Tels

UNITRE Educational Trip to **Scotland**

Freelance Teacher at **Unitre** Alessandria

2016

Group Leader for Liceo Scientifico Galilei Voghera (PV) Progetto

Alternanza Scuola Lavoro in **Winchester** for **TELS**

Translation Workshops at **Unitre** -Al

Evening courses financed by E.C. for **INFOR** –ELEA Alessandria
Language courses at **SAIWA** Staff – Capriata d’Orba for **DEAGOSTINI**
Educational week in **IRELAND** for Unitre- Al

Summer Translation Workshop at Pian delle Betulle (Lecco)

2015

Freelance Teacher at **UNITRE Alessandria**.

English Teacher c/o **Nursery School** “Pellizzari” – Valenza-AL

Speaking Strategies Workshops at **Cambridge Open School** - Alessandria

English courses for **ASEI** Educational Agency - Alessandria

“Let’s English I.T.” - Project aimed to Nursery schools in Valenza to develop English Language teaching through means of computerised interactive systems

Group leader accompanying UNITRE Students for Educational Holidays in MALTA and LONDON

2014

Freelance Teacher at **UNITRE Alessandria**.

Evening Courses for **INFOR** Educational Agency in Alessandria

English Teacher c/o Nursery School “Pellizzari” – Valenza-Al.

Group Leader accompanying **UNITRE** students to MALTA

Conversational Courses for **Cambridge Open School** in Alessandria.

K.E.T. Invigilator for **Cambridge Open School** –Scuola Media Straneo – Alessandria.

Primary School Summer Courses for Cambridge School

Speaking Strategies Workshops at **Cambridge Open School** - Alessandria

2012-2013

Freelance Teacher at UNITRE Alessandria.

Evening courses & Business Courses for ASEI Educational Agency in Alessandria.

English courses tailored for Environmental engineers for INFOR Educational Agency in Alessandria.

Speaker for “ Professional English” Workshops c/o Università’ del Piemonte orientale (Vercelli- Biella- Alessandria).

Teacher cooperating with “I viaggi di Tels” accompanying students to ROMSEY and WINCHESTER for summer educational Holidays.

Group leader of History Walks to Turin and Siena in cooperation with “I viaggi di Tels”.

English Teacher c/o Nursery School “Pellizzari” – Valenza-Al.

Italian Language Teacher to Nigerian Engineers c/o E.N.I.in Piacenza for L.I. Services Genova

2011

Freelance Teacher at UNITRE Alessandria.

Evening courses & Business Courses for ASEI Educational Agency in Alessandria.

Group leader of History Walks to Milan and Pavia.

Teacher cooperating with “I viaggi di Tels” accompanying students to ROMSEY and WINCHESTER for summer educational Holidays.

Teacher Trainer for KET Cambridge exam at Istituto Comprensivo Pochettino in Castellazzo Bormida (Al).

Co-founder of the Cultural Association “English Culture Club”.

Teacher trainer for YOUNG LEARNERS Cambridge Exam for Primary School

English Teacher c/o Nursery School “Pellizzari” – Valenza-Al.

Cooperation with UISP (Unione Sportiva Italiana) English courses for adults.

2009-2010

Freelance teacher at UNITRE Alessandria, in cooperation with “I viaggi di Tels” Group leader of History Walks to Turin and Pavia.

Teacher cooperating with “I viaggi di Tels” accompanying students to ROMSEY and WINCHESTER for summer educational Holidays.

Group leader accompanying Unitre Students to LONDON and MALTA.

Teacher Trainer for KET Cambridge exam at Istituto Comprensivo Pochettino in Castellazzo Bormida (Al).

English Teacher c/o Nursery School “Pellizzari” – Valenza-Al.

Italian Language Teacher to Libyan Engineers c/o E.N.I. in San Donato Milanese.

2008

Freelance English teacher at UNITRE in Alessandria

Preparing Students for Cambridge Exams at Scuola Media in Castellazzo (Al)

Working in Nursery schools

Holding courses for adults in Companies (Acerbi, Guala, Bonino – Al)

Working for Languages International School

Holding courses at ENI and Saipem in S. Donato Milanese and Cortemaggiore (Pc)

- 2007** The British Institutes of Casale, took over my School (BIG BEN) and I cooperated with them for six months.
- I continued working with private lessons and translated medical articles for Fisiolistic (Osteopathy Centre in Tortona)
- I've been working for Languages International School for about two years, teaching English and Italian to Libians working in ENI.
- For the Municipality of Castelnuovo Scrivia, I translated four Touristic guides (Il Santuario Maria delle Grazie, l'O. Pia Balduzzi, la Chiesa dei Santi Pietro e Paolo, Matteo Bandello e Le Chiese campestri e gli oratori) which are part of a 15 guides Project relating with the environmental, historic, artistic, archeological and literary aspects of the area.
- 2006** Creation of an interactive CD Rom BABY ENGLISH
- First interactive teaching method to pre-school children
- Patented method based on personal experience
- 1998-2006** Language Courses Organization both in the premises of my School (BIG BEN – Valenza) and at Companies' premises;
- Translation service;
- Tour leader of groups of students to London;
- Cooperation with English and Italian schools for study and vacation abroad for adults and teenagers;
- Preparation for Cambridge exams (KET-PET-FIRST-CAE) in cooperation with the British Council in Milan;
- Creation of the web site www.bigbenworld.com
- 1998** Setting up of my private School Centro Studi Linguistici Big Ben in Valenza
- Organization of foreign language courses (English, French, Spanish, Russian, Arab, Italian for foreigners) for adults, ESP for Companies (Business English) multimedia courses,
- English language teaching in Nursery Schools of the Province
- 1996-1997** Person in charge of the organization and development of language Courses at **ENAI** in Alessandria and **CNA** in Valenza
- 1994-1996** Import/export Office Segretary in Milan at **MEDISAN** S.r.l. selling furniture for hospitals and disposable medical aids

EDUCATION

- 1989** **Degree in Foreign Languages** at University of Pavia, four-year English Course, three-year German course;
- Experimental Thesis on the **Didactics of languages through the use of computers**: “English language teaching for students of the Medicine Faculty”
Final mark 106/110
- 2011** **CAE Cambridge Certification**
- 2013** **TKT CLIL Certification** – British Council - Milan

INFORMATION TECHNOLOGY KNOWLEDGE

OS:	Windows XP/Vista/Win7
Applications:	Excel, Word
Language:	Basic
Messaging	Outlook, Outlook express
Internet:	IE, Firefox

INTERESTS AND ACTIVITIES

I don't practice sports on a regular basis, but I am a dynamic person, I like being in the open air, even if I drive a lot for my job.
In my spare time (very little) I like reading non-fictional books, watching films, organizing events

APTITUDES and AIMS

I am a meticulous and organized person, sensitive, positive thinking, I easily “tune in” with the class, I enjoy my work, and I love transferring my passion for English to my students. I constantly keep myself updated with books, magazines, films and whatever may give me new educational inputs; I have my personalised teaching method, I tend to judge situations with fairness. I get intrigued by challenges in my working field and I would like to find a permanent solution that benefits from my own qualities.

Any other business

Holder of B driving licence.
Own car: yes
Ready to transfers: yes

As per law 196/03 “Protection of personal details” I hereby authorize the use of my personal details for the selection and communication requirements.