

curriculum vitae

Personal information

Surname / First name

Araceli Juliette

Address

Telephone(s)

E-mail

Nationality(-ies)

British - Italian

Work experience

Dates

September 2014-today

Occupation held
Main activities and responsibilities

English Teacher for primary and middle schools
(Olgiate, Buguggiate, Arsago Seprio)
Planning and holding lesson for schools, primary and middle schools

Name and Address of the employer

British College, Gallarate

Type of business or sector

Language School

Dates

September 2011-August 2013

Occupation or position held

Exam Centre Administrator

Main activities and responsibilities

Liaise with other Universities and Institutes to coordinate exam venues at Boston University. Prepare invoices, manage small office, updating exam schedules and payments

Name and address of employer

Boston University (Brussels)

Type of business or sector

Education

Dates

December 2007-July 2008

Occupation or position held

Replacement teacher

Main activities and responsibilities

Drawing and Technical subjects teacher

Name and address of employer

Scuola Media Statale di Caprarola (Italy)

Type of business or sector

Education

Dates

February to-August 2005-2006-2007

Occupation or position held

Part time salesperson

Main activities and responsibilities

Showing possible solutions for garden furniture layout and selling the products, preparing quotes for customers

Presenting the latest designs at the Chelsea Flower Show (UK)

Name and address of employer	UNOPIU'
Type of business or sector	International Garden Furniture Company
Dates	November 1998- February 2004
Occupation or position held	English Teacher
Main activities and responsibilities	Teaching English to Italian Army Officers and preparing them for State exam
Name and address of employer	CAE (Centro Aviazione Esercito) Str. Tuscanese – Viterbo, Italy
Type of business or sector	Ministry of Defense - Education
Dates	February- November 2004
Occupation or position held	Architect
Main activities and responsibilities	Design office space, military accommodation, supervise employees work
Name and address of employer	MONUC (United Nations Mission in the Congo)
Type of business or sector	International Organization
Dates	February -June 2001
Occupation or position held	Mother tongue English Teacher
Main activities and responsibilities	Teach English to children from 11 to 13 and simulate KET test
Name and address of employer	State Secondary School Orte (Italy)
Type of business or sector	Education
Dates	May 1999 to January 2001
Occupation or position held	Mother tongue English Teacher
Main activities and responsibilities	500 hours training course for primary school teachers
Name and address of employer	State Primary School of Civitacastellana and Nepi (Italy)
Type of business or sector	Education
Education and training	
Dates	September 2014
Title of qualification awarded	Certificate of attendance
Principal subjects	Methodology course for teaching English
Name and type of organisation providing education and training	British College, Gallarate
Dates	September 2010 to June 2011
Title of qualification awarded	Certificate of Course attendance
Principal subjects/Occupational skills covered	Photoshop CS5
Name and type of organisation providing education and training	Institute de Formation Constantin Permecke Bruxelles (Belgium)
Dates	December 1999
Title of qualification awarded	Certificate TEFL UCLES/RSA CELTA course
Principal subjects/Occupational	Teaching English as a foreign language

skills covered

Name and type of organisation
providing education and training

Stanton School of London (UK)

Dates

June-July 1999

Title of qualification awarded

Certificate of course attendance

Principal subjects/Occupational
skills covered

'Summer University on Monument Protection'

Name and type of organisation
providing education and training

University, Eger, Hungary

Dates

February 1997

Title of qualification awarded

Degree in Architecture

Principal subjects/Occupational
skills covered

'Architecture'

Name and type of organisation
providing education and training

University 'La Sapienza', Rome, Italy

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Personal skills and competences

Mother tongue(s)

English-Italian

Other Language

French (very good knowledge)

Computer skills and competences

I have a very good knowledge of Outlook and Microsoft Word 2010 package and Photoshop CS5.

Driving licence

Driving licence type B

Additional information

I am a very outgoing person, I travel as often as I can and I am interested in different cultures.

I practice sports such as tennis, CrossFit and running. In my first years in Brussels I also did voluntary work for Oxfam.

I have an extensive experience in translating from Italian into English and vice versa.

July 2016

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