



# Eleonora Antonini

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## ● WORK EXPERIENCE

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09/2018 – CURRENT

### **ESL TEACHER AND EXAMINATION SPECIALIST – British Institutes Crema**

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Teaching English to children, teenagers and adults as a Second Language: general and business English.  
Designing and developing training programs.  
CLIL.  
Online teaching.  
Exams preparation.  
Crema, Italy

03/2017 – CURRENT

### **ESL TEACHER/TUTOR – Easy Languages**

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Teaching English as a second language to adults and teenagers.  
Designing and developing training programs.  
Selecting appropriate training methods and/or activities.  
Bergamo area, Italy

03/2017 – CURRENT

### **ESL TRAINER/TUTOR – Servizi Formativi Aziendali - Camera di Commercio Bergamo**

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Teaching General and Business English to adults, focusing on the company business and requirements.  
Bergamo, Italy

2019 – CURRENT

### **ONLINE ENGLISH TEACHER – Freelance**

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2000 – CURRENT

### **FREELANCE TRANSLATOR AND INTERPRETER**

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English/Italian  
Italian/English  
Specialist Subjects:

- Marketing
- Finance
- Technology
- Customer care
- Human Resources

11/2016 – 06/2018

### **ESL TEACHER – British Institutes Milan**

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Teaching English to children and teenagers as a second language  
Exams preparation.  
Milan, Italy

01/2013 – 10/10/2017

## **CORPORATE TRAINER – Convergys Italy srl**

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- Staff training as for the English language (General English and Business English) and soft skills
- Identify, customize and deliver effective training solutions
- Company Training and HR tools management
- Management of government-sponsored training programs
- Company documents translation (English to Italian/Italian to English)
- HR calibrations sessions to evaluate candidates' Italian language skills for the site of Cairo (Expedia, Amazon)
- Translation of company documents (English/Italian; Italian/English)

Milan, Italy

04/2000 – 31/12/2012

## **TRAINING SPECIALIST – Stream Italy**

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- Staff training as for the English language (General English and Business English) and soft skills
- Preparing training attendees for tests and exams
- Identifying training needs by evaluating strengths and weaknesses.
- Building annual training programs and preparing teaching plans.
- Company documents translation (English to Italian/Italian to English)

Milano, Italy

03/2000 – 06/2006

## **ESL TEACHER – New English Teaching Milano**

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- ESL Teacher (adults, teenagers, and children)
- Group Leader (12/16 years old) at Framlingham College (UK)

Milano, Italy

1990 – 1999

## **FREE LANCE INTERPRETER**

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English/German  
Italian/German  
Italian/English

Asia/Europe

## ● **EDUCATION AND TRAINING**

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1998 – CURRENT

## **TEACHER TRAINING AND DEVELOPMENT COURSES**

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- British Institutes TEFL certificate
- British Institutes Teacher Trainings
- CPD online, blended and classroom trainings
- IH annual conferences for Teachers of English
- British Council seminars for teachers
- Fundamentals of Human Resources
- Human Resources core knowledge: Skills, Concepts, and Tools
- Proz.com Trainings

07/01/2019

## **BRITISH INSTITUTES TEFL – British Institutes**

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04/2012 – United Kingdom

## **120 HOURS ADVANCED TEFL TRAINING AND CERTIFICATE – Teflexpress**

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Professional English and Young Learner extensions

04/2006 – United Kingdom

## **TKT (TEACHING KNOWLEDGE TEST) – Cambridge University - UK**

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03/2005 – Pescara, Italy

## LA FORMAZIONE NEL CUSTOMER CARE – Humanform

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Customer Care:

- Customer care e comunicazione strategica,
- Customer service

22/07/1997 – Manchester, Italy

## BA (HONS) ENGLISH / TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL) – Manchester Metropolitan University

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1996 – Manchester, United Kingdom

## CERTESOL – Trinity College London

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Certificate in Teaching English to Speakers of Other Languages

1985 – 1987 – Milan, Italy

## INTERPRETER AND TRANSLATOR DIPLOMA – SSIT Silvio Pellico

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07/1985 – Italy

## HIGH SCHOOL DIPLOMA (LANGUAGES AND TOURISM)

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31/07/2020 – United Kingdom

## EXAMINATION SPECIALIST STANDARDISATION CERTIFICATE – British Institutes Examination Board

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## ● LANGUAGE SKILLS

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Mother tongue(s): ITALIAN

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● DIGITAL SKILLS

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Microsoft Excel | Outlook | Social Media | Microsoft Word | Zoom | Google Drive | Power Point | LinkedIn

## ● ORGANISATIONAL SKILLS

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### Organisational skills

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- Extensive experience in planning and delivering trainings
- Goal-oriented and committed to meeting deadlines

## ● COMMUNICATION AND INTERPERSONAL SKILLS

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### Communication and interpersonal skills

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Good communication, relational, and interpersonal skills.

## ● **JOB-RELATED SKILLS**

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### **Job-related skills**

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- Motivational skills
- Clear and effective communication skills
- Problem-solving and negotiation skills
- Proactivity, punctuality and reliability
- Personal commitment to develop and improve my knowledge and skills