

INFORMAZIONI PERSONALI Vinicio Dinelli

 ESPERIENZA  
PROFESSIONALE

• Dates	September 2017 - Ongoing
• Name and address of employer	<b>(WSE) WALL STREET ENGLISH, Piazzale Luigi Sturzo, 15, 00144 Roma RM</b>
• Type of business or sector	English Language Training
• Occupation or position held	<b>Senior Tutor, (TEFL qualified) Business English Teacher</b>
• Main activities and responsibilities	Senior Tutor/Teacher for all WSE levels and Exam Preparation for: FCE, IELTS, CAE and Business English. Over the years, I have successfully prepared several students for their exams while working over tight deadlines. I always engage my students through creative activities designed to maximize interaction in small groups or pairs while focusing on individual strengths, weaknesses and personal learning styles. As a Business English teacher, I carry out face-to-face and blended courses with several company Directors, Managers, Legal and Financial Advisors while integrating theoretical concepts and practical ideas by using the Wall Street English Method.

• Dates	February 2014 – 2017
• Name and address of employer	<b>SkillMeUp, Viale dei Parioli, 72, 00197 Roma RM</b> <b>Language Point, via G. Salvemini 3, Campagnano di Roma</b>
• Type of business or sector	English Language Training
• Occupation or position held	<b>(TEFL qualified) English Teacher, Trainer and Consultant</b>
• Main activities and responsibilities	Actively involved with (CLIL) Teacher Training Courses for Italian Non-Native Teachers. Specifically, MIUR-funded language courses in various Italian schools which encourage Content and Language Integrated Learning.  EFL Teacher for all levels of General English and Exam Preparation: IELTS, Trinity, CAE, FCE, PET, KET, YLE. I have successfully prepared several classes of students for their exams while working over tight deadlines. In so doing, I integrated theoretical concepts and practical ideas and applied them to classroom situations by using the learning by doing - learning by thinking methodology. I created a trusting atmosphere through sensitivity to students' weaknesses, focused my attention on their needs and interests by keeping them engaged with creative activities.

• Dates	September 2004 -2014
• Name and address of employer	<b>Real Training Solutions</b> <a href="http://www.realtrainingsolutions.com">http://www.realtrainingsolutions.com</a>
• Type of business or sector	Business English Language Training
• Occupation or position held	<b>Business English Teacher</b>

<ul style="list-style-type: none"> <li>• Main activities and responsibilities</li> </ul>	<p>As a Business English teacher, I gained hands-on experience in managing several groups of adult students at various stages of their learning process. I engaged my students through creative activities designed to maximize interaction in small groups or pairs while focusing on individual strengths, weaknesses and personal learning styles. I also carried out individual face-to-face and blended courses with several company Directors, Managers, Legal and Financial Advisors.</p>
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<ul style="list-style-type: none"> <li>• Dates</li> </ul>	2003-2004
<ul style="list-style-type: none"> <li>• Name and address of employer</li> </ul>	<p><b>Istituto Superiore Vittoria Colonna, Via dell'Arco del Monte 99, Roma</b>  <b>Istituto per l'Enogastronomia e l'Ospitalità Alberghiera Vincenzo Gioberti, Via dei Genovesi 30/c, Roma.</b></p>
<ul style="list-style-type: none"> <li>• Type of business or sector</li> </ul>	English Language Training
<ul style="list-style-type: none"> <li>• Occupation or position held</li> </ul>	<b>TEFL English Teacher</b>
<ul style="list-style-type: none"> <li>• Main activities and responsibilities</li> </ul>	<p>In both the above-mentioned schools I conducted English language courses in preparation for the KET, PET, FCE exams, utilising my previous experience in tourism and hospitality, which was instrumental in teaching English to students getting ready to work in such areas. In particular, I reinforced students' speaking and listening skills through role-playing activities connected to front desk operations, bookings and reservations, telephone etiquette and customer grievance management.</p>

<ul style="list-style-type: none"> <li>• Dates</li> </ul>	2003-2004
<ul style="list-style-type: none"> <li>• Name and address of employer</li> </ul>	<p><b>Istituto Erminio Meschini, Via Piave 66, Roma</b>  <b>AICI - Associazione Interculturale Italo-Irlandese, via Tiberio Imperatore 5, Roma</b></p>
<ul style="list-style-type: none"> <li>• Type of business or sector</li> </ul>	English Language Training
<ul style="list-style-type: none"> <li>• Occupation or position held</li> </ul>	<b>TEFL English Teacher</b>
<ul style="list-style-type: none"> <li>• Main activities and responsibilities</li> </ul>	<p>I was actively involved in preparing students for their KET, PET and FCE exams, while working part-time for both schools. I was also responsible for the language self-study centre available to all the students of the Istituto Erminio Meschini.</p>

<ul style="list-style-type: none"> <li>• Dates</li> </ul>	February 1999 - 2003
<ul style="list-style-type: none"> <li>• Name and address of employer</li> </ul>	<b>Princess Cruises, London, UK</b>
<ul style="list-style-type: none"> <li>• Type of business or sector</li> </ul>	Hospitality, Tourism
<ul style="list-style-type: none"> <li>• Occupation or position held</li> </ul>	<b>Assistant Purser (Customer Relations Officer)</b>

• Main activities and responsibilities	Administration and Customer Relations Officer on board several Princess Cruises vessels, with the ability to handle problems with positive end results. Actively involved with passenger services operations while managing complaints professionally to ensure customer loyalty. Assisting with general administration, accounts, and shore excursions as Assistant Shore Excursion Manager onboard the authentic 'Love Boat' – MS Pacific.
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• Dates	June - August 1998
• Name and address of employer	<b>P&amp;O Travel Ltd</b> - Medina Chambers, Southampton, SO14 2AQ, UK
• Type of business or sector	Corporate Travel
• Occupation or position held	<b>Business Travel Consultant</b>
• Main activities and responsibilities	Maintained and updated corporate travel records via the Sabre computer network. Provided assistance to British clients on business travel and managed the medical emergency travel arrangements for injured passengers. Planned and organized the transfer of international crew members leaving or joining P&O cargo and cruise vessels.

**FREELANCE ACTIVITIES**

• Dates	2006-2016
• Name and address of employer	<b>Fondoprofessionisti</b> - Viale Pasteur, 65 – 00144, Rome - Italy
• Type of business or sector	Lifelong-learning Joint Fund
• Occupation or position held	<b>Area Promoter</b>
• Main activities and responsibilities	Responsible for coordinating a variety of educational and professional training projects at regional level. Assisting self-employed practitioners and small/medium firms with their Lifelong-learning projects. Negotiating with trade union consultants to reach an agreement over vocational training projects at national level.

• Dates	1998 ongoing
• Occupation or position held	<b>Translator from Italian to English and vice-versa</b>
• Main activities and responsibilities	Specialized in translating and proof-reading Economics and Social Sciences articles to be published on international science journals, for individual clients or organizations requesting high-quality translations that include an in depth knowledge of the specific terminology used in the above mentioned fields of study.  End-clients include: 'CERES' (Economics & Social Research Centre) and the University of Rome 'La Sapienza', Department of Economics and Law.  * <b>Main translations and proof-readings are listed below.</b>

• Dates	May 1988 – March 1993
• Name and address of employer	<b>CIT Viaggi S.r.l.</b> - Piazza della Repubblica, 68, 00100 Rome, Italy
• Type of business or sector	World Travel Group
• Occupation or position held	<b>Business Travel Agent</b>
• Main activities and responsibilities	Counseling for corporate travel arrangements. Preparing the necessary travel documents for corporate clients travelling to and from multiple destinations. Organizing event planning services, group travel arrangements and more. Essentially, I dealt with international clients from all over the world in English.

 ISTRUZIONE E FORMAZIONE /  
 EDUCATION

• Dates	2004-2005
• Name and type of organization providing education and training	<b>International TEFL Corporation</b>
• Principal subjects/occupational skills covered	Teaching English as a Foreign Language
• Title of qualification awarded	<b>TEFL Certification</b>

• Dates	1993 – 1997
• Name and type of organization providing education and training	<b>University of Malta, MSD 06, Malta</b>
• Principal subjects/occupational skills covered	Contemporary International Relations, Diplomacy, International Law, International Economics, Economics of the EU, Statistics, Political Science, History and Institutions of the EU.
• Title of qualification awarded	<b>BA (Hon) International Relations - European Studies</b>
• Level in national classification	Egregia Cum Laude

• Dates	1978 – 1984
• Name and type of organization providing education and training	<b>Saint George's College – South Africa</b>
• Principal subjects skills covered	Mathematics, Physics, Biology, Chemistry, Religion, History, Economics, English, Italian and French.
• Title of qualification awarded	9 'O' Levels - including Maths and English 2 'A' Levels - Italian and Economics

• Dates	April 2004
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• Name and type of organization providing education and training	<b>PRINCESS CRUISES</b>
• Title of qualification awarded	<b>BASIC SAFETY TRAINING (SUR-FFT-EFA-PSSR)</b> first aid, fire-fighting, personal survival at sea, crowd management

• Dates	July 2002
• Name and type of organization providing education and training	PRINCESS CRUISES in conjunction with the Bermuda Government (Registry of Shipping)
• Title of qualification awarded	<b>Proficiency in Survival Craft and Rescue Boats Certificate (BDA.PRSC 0015)</b>

• Dates	June 2002
• Name and type of organization providing education and training	PRINCESS CRUISES in conjunction with Johnson & Wales University and the Marine Hotel Association (MHA)
• Principal subjects/occupational skills covered	Onboard Management Development Program
• Title of qualification awarded	<b>Onboard Management Certificate</b>

## COMPETENZE PERSONALI

MOTHER TONGUE	<b>ENGLISH</b>
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OTHER LANGUAGES	<b>ITALIAN</b>
• Reading skills	EXCELLENT
• Writing skills	EXCELLENT
• Verbal skills	EXCELLENT

OTHER LANGUAGES	<b>FRENCH (SINCE SECONDARY SCHOOL)</b>
• Reading skills	GOOD
• Writing skills	BASIC
• Verbal skills	GOOD

## ULTERIORI INFORMAZIONI

INTERPERSONAL SKILLS AND COMPETENCES	Multilingual communicator fluent in English and Italian with an ability to work under pressure within fast-paced environments. Hands-on experience in effectively interacting with people at all levels of seniority and multicultural backgrounds. A dynamic and hard-working individual who takes great pride in his work.
TECHNICAL SKILLS	Computer literate, particularly proficient with Microsoft Office: Word, Excel, PowerPoint and Access. Familiar with the Galileo and Sabre network systems, the Internet & email. Particularly proficient with Apple computers in OSX operating system environments.
ANNEXES	<ul style="list-style-type: none"><li><input type="checkbox"/> List of main translations and proof-readings;</li><li><input type="checkbox"/> dichiarazione sostitutiva di certificazione del diploma di laurea (art. 46, comma 1 del D.P.R. n.445/2000)</li><li><input type="checkbox"/> dichiarazione sostitutiva di certificazione dei titoli scientifici valutabili ai fini della procedura di valutazione comparativa (art. 46, comma 1 del D.P.R. n.445/2000)</li></ul>

**Dati personali** Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 30 giugno 2003, n. 196 "Codice in materia di protezione dei dati personali".

Il sottoscritt\_ dichiara di essere consapevole che il presente *curriculum vitae* sarà pubblicato sul sito istituzionale dell'Ateneo, nella Sezione "Amministrazione trasparente", nelle modalità e per la durata prevista dal d.lgs. n. 33/2013, art. 15.

Data **Rome, 20<sup>th</sup> March 2022**

f.to **Vinicio Dinelli**