

SONJA ILIC

WORK EXPERIENCE

January 2023 - ongoing **Academic Assistant and Internship Coordinator**

CIEE, Rome, Italy

Assisting the local academic department and its procedures:

- Assisting the local academic department and its procedures: providing assistance to students and faculty; assuring compliance with regulations and maintenance of academic standards; planning and safeguarding the accurate progression of the academic year; recruitment, orientation and training for faculty; data entry, preparation and maintenance of students' academic records.

Coordinating local internship programs:

- Interviewing applicants; assisting them with the preparation of resumes and cover letters, prepping them for the interviews and the workplace; establishing partnerships with companies; setting up interviews and placements; coordinating and monitoring each student's internship experience with each single company.

May 2022 - August 2022 **Site Manager**

Atlantis, Rome, Italy

- Coordinating groups of college students during their Atlantis medical shadowing programs
- Organizing trips, educational and cultural-leisure activities
- Networking and coordination with the Hospital hosting the program
- Maintaining an information flow between the USA team and the local program

December 2020 - ongoing **Founder, Coordinator**

Syntax Language Services, <https://www.syntaxlanguageservices.com>

- Translation and Language Teaching services
- Founder of a unique teaching method

July 2020 - July 2021 **Translator, Editor, Proofreader**

Effect.AI, Amsterdam, Netherlands (remote)

- Translation ENG-ITA
- Machine translation Post-editing
- Proofreading completed translations for errors and mistakes
- Reviewing and editing text in English and Italian
- Keeping a close eye on context and branding within work
- Ensuring file organization based on task protocol

June 2019 - June 2020 **Academic coordinator**

European School of Economics, Rome, Italy

Responsible for the local academic department and its procedures:

- Providing personalized support and guidance for students.
- Producing tailor-made programmes.
- Recruitment, orientation and training for faculties.
- Managing schedules. Planning and safeguarding the accurate progression of the academic year. Coordinating faculty's activities and monitoring student's attendance.
- Assuring compliance with regulations and maintenance of academic standards.
- Data entry, preparation and maintenance of student's academic records.

September 2018 - June 2019 **Academic coordinator**

Kids & Us Roma Gregorio VII, Rome, Italy

- Teacher coordination, internal auditing and testing.
- Completing follow-ups on the children's learning and interacting with parents.
- Managing client data and enrollments.
- Interacting with clients and organizing marketing events to promote the school and obtain enrollments.

September 2017 - September 2018 **Academic coordinator assistant**

Kids & Us Roma Gregorio VII, Rome, Italy

- Assisting the Accademic Coordinator at Kids&Us Roma Gregorio VII. The many tasks include:
- Managing the school's social media accounts and website.
- Assisting the coordinator in teacher coordination, internal auditing and testing.
- Managing client data and enrollments.
- Interacting with clients and organizing marketing events to promote the school and obtain enrollments.

September 2016 - September 2018 **Teacher**

Kids & Us Roma Gregorio VII, Rome, Italy

- Teaching children age 1 to 13 at Kids&Us Roma Gregorio VII following the Kids&Us method.

January 2016 - ongoing **Teacher/Tutor**

Camplus Pietralata, Rome, Italy

- Teaching music theory to students at Camplus Piramide who are studying classical and/or modern music at conservatories and music schools in Rome.
- Teaching Business English and helping students write their curricula and prepare for English language job interviews.
- Preparing students for English language exams.
- Teaching semester-long courses in General English (levels A1 to C1), Business English and Conversation skills.
- Teaching French (A1-A2 level).

February 2014 - June 2016 **Teacher**

St. George's Institutes, Rome, Italy

- Teaching general English to all ages, children and adults.
- Cambridge and TOEFL exams preparation.

October 2015 **Interpreter**

Diplomacy Festival, Rome, Italy

- Interpreting English - Italian and Italian - English during a conference on women's rights.

September 2015 - April 2016 **Translator**

StudioActa, Rome, Italy

- Transcribing English language meetings held by the European Commission.

June 2014 - July 2016 **Music teacher/Educator (Summer camp)**

Sapere Insieme, Avigliano Umbro, Italy

- Teaching music in three hour-long daily music labs.
- 24/7 engagement (including all daily activities plus various trips around the area) with children aged 7-16.
- All activities were conducted in English.

June 2014 - July 2015 **Teacher/Educator (Summer camp)**

St. George's Institutes, Termoli, Italy

- 24/7 engagement (including all daily activities plus various trips around the area) with children aged 7-13.
- All activities were conducted in English.
- In charge of the music/arts laboratory.

October 2014 - January 2015 **Teacher**

Gymboree, Rome, Italy

- Teaching children ages 2-7 following the Gymboree method.

January 2014 - June 2015 **Teacher**

Darby School, Rome, Italy

- Teaching middle school and high school students.
- Cambridge exams preparation (PET and FCE) at various high schools.

October 2013 - January 2014 **Teacher**

Berlitz, Rome, Italy

- Teaching English to adults and children.
- Teaching English to Alitalia's employees.

August 2012 - September 2013 **Translator**

Prevod Servis, Belgrade, Serbia

- Translating various documents in the following language combinations: English - Serbian, Serbian - English, English - French, English - Italian, Serbian - Italian, French - Serbian, French - English, Serbian - French.

September 2010 - September 2013 **Translator**

Evro-giunti, Belgrade, Serbia

- Translating novels from English to Serbian.

EDUCATION AND TRAINING

2021- expected 2023 **Master of Arts in English and Anglo-American Studies**

La Sapienza University, Rome, Italy

- Major: Anglo-American language and literature.

2020 - expected 2023 **Bachelor of Arts in Jazz Music**

Conservatorio di Musica Santa Cecilia, Rome, Italy

- Major: Jazz Singing and Vocal Techniques

2018 - 2021 Bachelor's Degree in Languages

La Sapienza University, Rome, Italy

- Major: English and French language and literature.

Thesis title: *Sugar and Spice and All That's Nice. The Gender Bias in Anglo-American Children's Literature.*

March 2020 - June 2020 Certificate

Yale University (offered through Course Era)

- Music and Social Action (96/100)
Verify at coursera.org/verify/GJE8KD4LZBXT

2015 - 2016 Diploma

Fondazione Siena Jazz, Siena, Italy

- Jazz piano

2013 - 2014 Diploma

Saint Louis College of Music, Rome, Italy

- Jazz piano

2008 - 2012 High school Diploma (English language, literature and history)

Philological High School of Belgrade, Serbia

- English language, literature and history
- French language and literature
- Rhetoric
- Linguistics
- Translation
- World literature
- Art history

1999 - 2009 Conservatory Diploma

Conservatory "Vojislav Vuckovic", Belgrade, Serbia

- Classical piano
- Music theory
- Voice

PERSONAL SKILLS

Mother tongues **Serbian**

Other languages	UNDERSTANDING		SPEAKING	
	Listening	Reading	Spoken interaction	Spoken production
English	C2	C2	C2	C2
Italian	C2	C2	C2	C2
French	C2	C2	C1	C1
Spanish	A2	A2	A1	A1

- Communication skills** • Excellent communication skills gained through my experience living in different countries and working as a teacher, translator and interpreter in various different social and cultural settings.
- Organisational / managerial skills** • Independence (organising and developing teaching programs autonomously).
• Leadership (managing small groups of people as a coordinator, but also in other occasions, such as summer camps and workshops)
• Innovative approach to organising activities and teaching. Having studied and devoted my life to the arts (particularly music), I tend to have a creative problem-solving approach.
• Time management (successful meeting of translation deadlines, ability to work well under pressure)
- Computer skills** • Excellent command of Microsoft Office tools.
• Ability to work with several operating systems, including Windows and Mac OSX.
• Machine translation softwares
- Other skills** • Music (piano, guitar, singing)
• Art (painting, drawing, arts & crafts)

ADDITIONAL INFORMATION

- Seminars and Courses** • Webinar on teaching Cambridge ESOL exams
• Montessori seminar, 0-3 years old
• Montessori Art seminar, 0-6 years old
• Music & Biology: What we like to hear and why?, offered by Duke University through CourseEra.

[References available upon request.](#)

Ai fini della pubblicazione in ottemperanza all'Art. 15 del D.Lgs. 33/2013"