

PERSONAL INFORMATION **Sonja Ilic**



Italian citizenship, EU work permit

Registered VAT number (Partita IVA)

WORK EXPERIENCE

October 2023 - ongoing **Internship Coordinator in Study Abroad Programs**

CIEE, Rome, Italy

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.

July 2023 - ongoing **Academic Tutor for International Students**

"La Sapienza" University of Rome, Rome, Italy

Tutoring, welcoming and orientation of international students enrolled in the master's degree program in English and Anglo-American Studies

December 2020 - ongoing **Founder, Coordinator, Teacher**

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

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

January 2023 - August 2023 **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

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 2024 Master of Arts in English and Anglo-American Studies**

La Sapienza University, Rome, Italy

- Major: Anglo-American language and literature.

2020 - expected 2024 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.