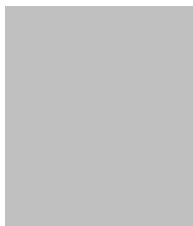


## PERSONAL INFORMATION

## BERNADETTE BRADY



\*\*\*\*\* , Novara, Italy



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jimiandbernie@gmail.com jimiandbernie@pec.it



www.jimiandbernie.com

Sex Female | Date of birth \*\*\*\*\* | Nationality Irish

## WORK EXPERIENCE

Current Employment  
2013 – present

Owner / Director, EFL Teacher, Translator, Business Consulting  
JIMI AND BERNIE SNC Consulting, Language and Cultural Services

- Company director
- Teaching English – Exam preparation (Cambridge, Trinity, IELTS, TOEFL) & tailored English
- Candidate selection on the SWEET and Master dei Talenti Scholarship Program
- Translating
- Business consulting and General cultural services
- Course design and objective planning

Business or sector Consulting, Language and Cultural Services

Current Employment  
2002 – present

Owner/Managing Partner  
EIRLINGUA LANGUAGE SCHOOL – GORT, IRELAND

- Company Director and Administrator
- Agent for the Italian market.
- Accommodation Manager
- Supervisor progetto SWEET (Stage all'estero)

Business or sector Language School

Current Employment  
2015 – present

English Professor  
L'Università del Piemonte Orientale – Sede Novara – Corso di Laurea Biotecnologie, DISIT, DSF, CLEA, ASPES

- Designing and presenting English course
- Designing, administering and correcting examinations
- Providing students with assistance
- Collaborating with the Administration's office in Vercelli and Novara

Business or sector University - Education

Current Employment  
2008 – present

Associated translator and editor for English publications  
BOOKSYSTEMS PUBLISHING (NOVARA)

- Translating and editing books
- Marketing campaigns
- Articles from Italian to English

Business or sector Translating and publishing

Current Employment  
2002 – present

Speaking Examiner for the KET, PET, FCE, CAE  
CAMBRIDGE EXAMINATION CENTRE – GENOVA, ITALY

- Fulfilling my duties as an oral examiner
- Invigilating and setting up of exam sites for other sections of exam papers

Business or sector ESOL Examinations

2003 – present

English Teacher  
Istituto D'Istruzione Superiore Pier Luigi Nervi – Via S. Bernardino da Siena, 28100 Novara

- Accelerated English course
- Preparation FCE and PET exams
- Course design and reporting responsibilities

Business or sector : EFL teaching

BERNADETTE BRADY – JIMI AND BERNIE SNC

- 2015 – present English Teacher  
Convitto Nazionale Carlo Alberto – Baluardo Partigiani, 6, 28100 Novara
- Accelerated English course
  - Preparation FCE and PET exams
  - Course design and reporting responsibilities
- Business or sector : EFL teaching
- 2014 – 2017 English Teacher  
Istituto Comprensivo "Fornara Ossola" – Via Premuda, 28100 Novara
- English communication development
  - Course design and reporting responsibilities
- Business or sector : EFL teaching
- 2013 – 2017 Cambridge Team Leader for Novara, Verbania and Domodossola  
CAMBRIDGE EXAMINATION CENTRE – NOVARA
- Recruiting and inducting new Cambridge examiners
  - monitoring and on-going training of serving examiners
  - administrative and reporting responsibilities
- Business or sector ESOL Examinations
- 2001 – 2013 Director of Studies, EFL Teacher  
BRITISH INSTITUTES (NOVARA)
- Director of Studies
  - EFL Teacher (Schools, University students, Business clients)
  - Exam preparation – Cambridge all levels, Trinity, IELTS and TOEFL
  - Course Design
- Business or sector Language School
- 2001 – 2002 Director of Studies, Manager, Administrator  
ATLANTIC / WESTLINGUA LANGUAGE SCHOOLS – GALWAY, IRELAND
- Setting up of summer schools
  - Manager of Junior Centre
  - Director of Studies (Students 13-19 years old)
- Business or sector Language School
- 1997 – 2001 Director of Studies, Manager, EFL Teacher, Monitor  
WESTLINGUA LANGUAGE SCHOOLS – GALWAY, IRELAND
- School Manager
  - Director of Studies
  - Teacher and Organiser (Adults and Students 13-19 years old)
- Business or sector Language School
- 1997 – 2001 EFL Teacher  
EURO SCHOOL OF ENGLISH – PLAZA MAESTRO MATEO, A CORUÑA, SPAIN
- Teaching (Elementary to Secondary school students, University students and Business clients),  
Cambridge Exam preparation (All levels, Young Learners)
- Business or sector Language School
- 1997 – 1998 EFL Teacher  
ANJO ACADEMY – RIBADEO LUGO, SPAIN
- Teaching children aged 4-18 years old
- Business or sector Language School

## EDUCATION AND TRAINING

- 2010-2015 **MBA – Masters in Business Administration** EQF 7, NQF 9  
 Open University – Milton Keynes, UK  
 ▪ Management, strategy, administration, organisational development, recruitment, creativity and innovation, team building, HR empowerment and development, change management, organisational culture
- 2008 **Director of Studies Certification**  
 British Institutes Central Office – Milan, Italy  
 ▪ Director of Studies' leadership, teacher management, course development, client product and teacher-client fit, training and development programs, performance evaluation, continuous improvement of processes and general administration
- 1997 **RELSA Certification (CELTA)**  
 Westlingua Language School – Galway, Ireland  
 ▪ Teaching English as a foreign language
- 1994 – 1997 **Bachelor of Arts Honours Degree (English Major/Psychology Minor)** EQF 6, NQF 7  
 University College Cork – Cork, Ireland

## PUBLICATIONS

- As editor:** Novara e Provinciale, Arte, Cultura e Natura Tra Il Ticino e Il Sesia, Touring Editore, 2009
- As Translator:** Alfa Romeo 100 Anni di Ligenda, Gribaudo, 2010  
 Discovering Torino. United Italy's First Capital, Touring Club Publishers, 2011  
 Città d'Arte e Borghi, Regione Lombardia, Mondadori, 2012  
 UNESCO World Heritage Site Management Plan Mantua and Sabbioneta, Politecnico di Milano, 2012  
 Vernaccia di Oristano. Il Vino della Principessa Eleonora, S.V.I.S.A. Editore, 2015

## PERSONAL SKILLS

**Mother tongue(s)** English

**Other language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER
Spanish	PROFICIENT USER	PROFICIENT USER	INDEPENDENT USER	INDEPENDENT USER	INDEPENDENT USER

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

- Communication skills** ▪ Excellent communication skills gained through my experience as an Entrepreneur and educator
- Organisational / managerial skills** ▪ Superb administrative and leadership skills
- Job-related skills** ▪ Excellent at transmitting information and ideas. Creative and imaginative problem solving skills.
- Computer skills** ▪ Excellent internet dexterity, Intermediate end-user competence in MS Word, Excel, PowerPoint
- Other skills** ▪ Analytical and skilled debater. Poetry and prose writer.

References

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