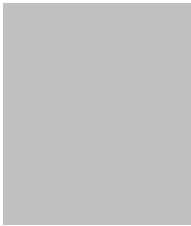


PERSONAL INFORMATION

JIMI ELLIS



✉ jimiandbernie@gmail.com jimiandbernie@pec.it

🌐 www.jimiandbernie.com

Sex Female | Date of birth 04/08/1972 | Nationality Australian/British

WORK EXPERIENCE

Current Employment
2013 to present

COMPANY DIRECTOR

JIMI AND BERNIE SNC Consulting, Language and Cultural Services

- Native-English speaking lectore: program development, teaching, assessment, reporting
- Exam preparation classes: Trinity, Cambridge KET, PET, FCE, CAE, CPE, BEC; TOEFL; TOEIC; BULATS
- Candidate selection for bursary programs S.W.E.E.T., Master dei Talenti in partnership with CSCI
- Teaching and Certificate Preparation of CEFR Levels A1 – C2 (Elementary – Proficiency)
- In-Company Sessions, Groups, Individuals; In-School; Individuals; Tailored and Intensive Programs
- Business consulting, reporting, presentations, on-the-job training (affiancamento), contract review, workshops, training, language mediation between English- and non-English speakers in business
- Translation editor of business documents, books, websites and other publications
- Cultural services – English-language based cultural events, school group in-school placement and cultural tours abroad, group cultural experiences in Italy
- Small business management and administration

Business or sector Consulting, Language and Cultural Services

Current Employment
2010 to present

CAMBRIDGE EXAMINER

Cambridge Examination Centre – Novara, Italy

- Speaking Examiner
- Exam Session Invigilator

Business or sector ESOL Examinations

2005 to 2013

EFL (ENGLISH AS A FOREIGN LANGUAGE) TEACHER

Centro Lingue di Novara, British Institutes, Novara, Italy

- Teaching and Exam Preparation of CEFR Levels A1 – C2 (Elementary – Proficiency)
- In-Company Sessions, Groups and Individual Classes; In-School; Italian Teachers Programs
- Business English, General English (Beginner through Proficiency), Intensive Courses, Recupero
- English Exam Preparation – Cambridge Suite BEC, Trinity, IELTS, TOEFL, BULATS; CEFR Levels A1 – C2
- Tailored Lesson Planning (including supplementary grammar, activities, exercises); Conversation

Business or sector EFL language provider

2005 ESL (ENGLISH AS A SECOND LANGUAGE) TEACHER

Institute of Languages, University of NSW, Sydney, Australia

- Institutes of Languages Business English Teacher for foreign professionals – all CEFR levels
- Tutoring Business English, Under-Graduate Programs, Research Academics, Non-English Speakers
- Needs Analysis of English language capabilities
- Tailored Lesson Planning (including supplementary grammar, activities, exercises); Conversation
- One-on-one private tuition sessions
- Language Focus – Macro skills and integrated skills; Fluency and communicative proficiency

Business or sector EFL language provider; cultural and linguistic integration of immigrants

2002-2009 GRAPHIC DESIGN AND MARKETING DIRECTOR

Mass Appeal Design and Marketing

- 360 degree advertising campaigns – including event management, product launches
- Liaison to suppliers and customers, representing clients and/or colleagues
- Customised promotions and marketing campaigns – including nation-wide roll-outs
- Business partnerships and collaborative partnering on marketing and product campaigns
- Product and Brand Conceptualisation, Corporate Identity, Visual Design and Marketing
- Small business management and administration

Business or sector Marketing and Advertising

2002 -2005 NATIONAL OPERATIONS ANALYST MANAGEMENT

Boral Manufacturing (Sydney), Sydney, Australia

- Divisional reporting and progress presentations to General Managers and Business Teams
- Management of strategic teams of employees and key business personnel to deliver KPIs
- Identify, effect drivers of change to ensure appropriate employee-business awareness
- Implement analytical measures for strategic decision-making to optimise business management
- National benchmarking, analyses of capabilities, cost benefit and product mix
- Value Added Analysis – focus on implementing performance assessment and practices
- Ongoing feasibility of Operation Plans, Analytical Models, Dynamic Business Deliverables

Business or sector Consulting, Administration and Analysis

2000 – 2002 NATIONAL OPERATIONS ANALYST MANAGER

Goodman Fielder, Sydney, Australia

- Divisional and team management, performance appraisals, forward business planning
- Liaison for critical business and strategic analysis
- Deploy relevant changes through appropriate communicative means to employees / colleagues
- Provide and present multi-format / multi-purpose analyses sales-marketing-logistics-operations
- Custom-develop, implement, process-manage competitor activity, commodity lines, new products
- Present FMCG assessment and ongoing feasibility of company, promotions, strategic partners

Business or sector Consulting, Administration and Analysis

- 1997 – 2000 **STATE GEOGRAPHICAL INFORMATION BUSINESS SYSTEMS ANALYST**
Dairy Farmers, Queensland, Australia
- Divisional management and business network liaison including multi-sector performance
 - Forward business planning and business analysis
 - FMCG Business Analysis, Reporting, Forecasting, Planning – Multi-Channel Product Range
 - Critical business and strategic analysis and deployment of business methodologies
 - Develop, implement and process manage Sales and Marketing GIS Database Systems tool
- Business or sector** Consulting, Administration and Analysis
- 1995 – 1997 **SALES AND MARKETING ANALYST**
Evans Deakin Engineering,
- Functional division management, employee performance appraisals, business planning
 - Change management facilitation through process and functional based business management
 - Determine and deploy appropriate strategies and change management tools
- Business or sector** Consulting, Administration and Analysis
- 1992 – 1994 **QUALITY SYSTEMS CO-ORDINATOR**
Queensco-Unity (later Dairy Farmers), Queensland, Australia
- Management System Training to Quality Managers, employees and indirect users
 - Preparation of training presentations for National Quality Manager and Quality Team
 - Implement, control, maintain and improve the ISO Management System Reference Tool
 - Document Management, Quality Management System maintenance
 - Analyses and Benchmarking – functionality, fitness for purpose, KPIs, forward action planning
- Business or sector** Consulting, Administration and Analysis

EDUCATION AND TRAINING

- 2005 **TESOL Certificate, 2005**
University of NSW, Sydney, Australia
- Teaching English as a foreign language
- 2005 **Elementary Italian (Intensive)**
University of NSW, Sydney, Australia
- Introductory Italian
- 1990-1993 **Bachelor of Information Technology**
University of Queensland – Brisbane, Australia

PERSONAL SKILLS

Mother tongue(s) English

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	INDEPENDENT USER	INDEPENDENT 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 in both the business and educational worlds

Organisational / managerial skills

- Superb administrative and leadership skills through over two decades working directly and indirectly in the corporate sphere

Job-related skills

- Excellent problem solving skills, creative, people and goal oriented

Computer skills

- **Business** MS Office Suite **Visual** Adobe Illustrator **Operating** Windows O/S
- **Software** SAP Business System **Design** Adobe Photoshop **Platforms** Apple O/S
- The Internet and Dreamweaver

Other skills

- Graphic designer and illustrator

References

Alessandra Russo
Cambridge Examinations Manager (Novara)

Barbara Tosi
Director - Consorzio Scuola Comunità Impresa (CSCi), Novara, Italy.

Giulia Loiacono
HR Specialist, Neinver SpA