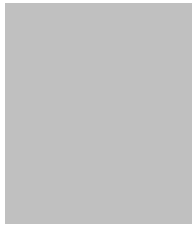


PERSONAL INFORMATION

JIMI ELLIS



*****, Novara, Italy

jimiandbernie@gmail.com; jimiandbernie@pec.it

www.jimiandbernie.com

Sex Female | Date of birth ***** | Nationality Australian / British

WORK EXPERIENCE

Current Employment
2013 to present

COMPANY DIRECTOR

JIMI AND BERNIE SNC Consulting, Language and Cultural Services – NOVARA, ITALY

- Company director
- Native-English speaking lettere: program development, teaching, assessment, reporting
- Certificate preparation (All levels): Cambridge; BEC; IELTS; Trinity; TOEFL; TOEIC; BULATS
- Candidate selector for SWEET and Master dei Talenti Scholarship Program
- Teaching, assessing, reporting (middle schools, high schools, universities, in-company)
- Certificate Preparation of CEFR Levels A1 – C2 (Elementary level to 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
- Small business management and administration
- Translating (business documents, books, websites, digital databases and other publications)
- General cultural services – English-language based cultural events, school group in-school
- Course design and objective planning

Business or sector Consulting, Language and Cultural Services

Current Employment
2006 to present

DIRECTOR OF STUDIES (SINCE 2017) / TEFL TEACHER

EIRLINGUA LANGUAGE SCHOOL – GORT, IRELAND

- Director of Studies (Teaching staff recruitment and training, level testing + class allocation, reporting)
- Document and process development, records management and auditing (internal and external)
- Curriculum development and validation
- Teacher (TEFL) CEFR Levels A1 to C2, Cambridge PET, Cambridge FCE
- Supervisor of SWEET (Stage all'Estero) work placement office worker

Business or sector Language School

Current Employment
2015 to present

ENGLISH PROFESSOR

L'UNIVERSITÀ DEL PIEMONTE ORIENTALE

Corsi in Scuola di Medicina, DISIT, DSF, CLEA, DiGSPES

- 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
2010 to present

CAMBRIDGE EXAMINER

CAMBRIDGE EXAMINATION CENTRE – GENOA, ITALY

- Oral examiner duties and ongoing training
- Exam Session Invigilator – invigilating and setting up exam sessions (non-speaking papers)

Business or sector ESOL Examinations

Current Employment
2008 to present

ENGLISH TEACHER

IST. SALESIANO SAN LORENZO (LICEO SCIENTIFICO) – B.DO LAMARMORA, NOVARA, ITALY

- Teaching and preparation of Trinity Certification
- Teaching and preparation of Cambridge FCE Certification and Cambridge PET Certification
- Course design, reporting responsibilities, ongoing assessment, report card marks assignment

Business or sector EFL language provider

2018

BUSINESS ENGLISH TEACHER (EU-FUNDED IN-COMPANY COURSE: BOCA Srl)

FORAZ – CORSO CAVALOTTI, NOVARA, ITALY

- Teaching and preparation of bespoke Business English course
- Course design, testing and reporting responsibilities
- English communication development and general English language production and conversation

Business or sector EFL language provider (Business English / English for Special Purposes)

2013 to 2017

BUSINESS ENGLISH TEACHER (EU-FUNDED IN-COMPANY COURSES: NEINVER SpA)

ADECCO FORMAZIONE – VIA STELLONE 5, TURIN, ITALY

- Teaching and preparation of bespoke Business English course
- Course design, testing and reporting responsibilities
- English communication development and general English language production and conversation

Business or sector EFL language provider (Business English / English for Special Purposes)

2017 to 2018

ENGLISH TEACHER

ISTITUTO TECNICO AGRARIO STATALE "G. BONFANTINI" – C.SO RISORGIMENTO, NOVARA

- English communication development and general English language production and conversation
- Course design and reporting responsibilities
- Teaching and preparation of Trinity Certification

Business or sector EFL language provider

2014 to 2017

ENGLISH TEACHER

ISTITUTO COMPRENSIVO "FORNARA OSSOLA" – VIA PREMUDA, NOVARA, ITALY

- English communication development and general English language production and conversation
- Course design and reporting responsibilities
- Teaching and preparation of Trinity Certification

Business or sector EFL language provider

2013 to 2017

ENGLISH TEACHER (EU-FUNDED IN-COMPANY COURSES: NEINVER SpA)

ADECCO FORMAZIONE – VIA STELLONE 5, TURIN, ITALY

- Teaching and preparation of bespoke Business English course
- Course design, testing and reporting responsibilities
- English communication development and general English language production and conversation

Business or sector EFL language provider (Business provider)

2005 to 2013

EFL (ENGLISH AS A FOREIGN LANGUAGE) TEACHER

CENTRO LINGUE DI NOVARA, BRITISH INSTITUTES – BALUARDO SELLA 1, 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, Ricupero
- Certificate Preparation (CEFR A1–C2) – Cambridge Suite, BEC, Trinity, IELTS, TOEFL, BULATS
- 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 (CEFR A1–C2)
- Tutoring – Business English (Under-Graduate Programs, Research Academics, ESL Speakers)
- Needs Analysis of English language capabilities
- Tailored Lesson Planning (including supplementary grammar, activities, exercises); Conversation
- One-to-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 to 2009 GRAPHIC DESIGN AND MARKETING DIRECTOR**

MASS APPEAL DESIGN AND MARKETING – SYDNEY, AUSTRALIA

- 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 to 2005 NATIONAL OPERATIONS ANALYST MANAGEMENT**

BORAL MANUFACTURING (HEAD OFFICE) – 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 to 2002 NATIONAL OPERATIONS ANALYST MANAGER**

GOODMAN FIELDER (HEAD OFFICE) – 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 to 2000 STATE GEOGRAPHICAL INFORMATION BUSINESS SYSTEMS ANALYST**

DAIRY FARMERS (HEAD OFFICE) – BRISBANE, 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 to 1997 SALES AND MARKETING ANALYST**

EVANS DEAKIN ENGINEERING (HEAD OFFICE) – BRISBANE, AUSTRALIA

- 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 to 1994

QUALITY SYSTEMS CO-ORDINATOR

QUEENSCO-UNITY (NOW DAIRY FARMERS) – BRISBANE, 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 to 1993

Bachelor of Information Technology

UNIVERSITY OF QUEENSLAND – BRISBANE, AUSTRALIA

PERSONAL SKILLS

Mother tongue(s)

English

Other language(s)

Italian

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
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 through my experience in both business and educational fields

Organisational / managerial skills

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

Job-related skills

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

Computer skills

- **Business** MS Office (Expert)
- **Software** SAP Business System (Proficient)
- **Design** Photoshop (Expert), Adobe Illustrator (Expert), Dreamweaver Web Tools (Expert)
- **Operating** Windows O/S (End-User), Apple O/S (End-User)
- **Platforms** The Internet

Other skills

- Graphic designer and illustrator; Marketer

REFERENCES

