

EUROPEAN
CURRICULUM VITAE



PERSONAL INFORMATION

Name **MICHELLE LOUISE WATSON**

Date of Birth 7 May 1973 -

WORK EXPERIENCE

- Dates (from - to) June 2013 - current date
- Occupation or position held Teacher of English - freelance
- Main activities and responsibilities Teaching students of all levels - individuals and groups, in company training, via language school, Italian state school courses. Organising timetables and syllabus for courses. Student level testing and advice on types of course / exams suitable for students. 'Sales' / finding new clients for my work.
- Name and address of employer **Freelance with Partita IVA**

- Dates (from - to) October 2002 - June 2013
- Occupation or position held Teacher and Senior Teacher
- Main activities and responsibilities Teaching students from 7 years old to adult, individual, group and in-company courses. Planning and preparing lessons, courses and one-off short courses. General administration involved with teaching, registers and class and course notes. Help to plan timetables for academic years and organisation of groups. Preparing students for exams, TOEFL, KET, PET and FCE, and testing and placing new students.
- Name and address of employer **Into English, Via Cadorna 5, Paderno Dugnano (Mi), Italy**

- Dates (from - to) July - August 2003, 2004
- Occupation or position held Teacher - English as a foreign language in international summer school
- Main activities and Teaching students from 9 - 18 years old functional English.

- responsibilities Planning and preparing lessons, writing student reports, teaching groups of up to 15 students from beginner to intermediate levels, testing and placing students on arrival at the school.
- Name and address of employer **Embassy CES Summer School, UK**
- Dates (from - to) May 2001 - May 2002
 - Occupation or position held Teacher
 - Main activities and responsibilities Teaching students from 5 years old to adult, individual, group and in-company courses. Planning and preparing lessons and modules. General administration involved with teaching, registers and class and course notes. Preparing students for exams, TOEFL, KET, PET.
- Name and address of employer **King's College of English, Bangkok, Thailand**
- Dates (from - to) April 1997 - April 2001
 - Occupation or position held Business Development Executive - Asia Pacific
 - Main activities and responsibilities Working with the Business Development Team to promote The East Midlands Region and UK to potential investors, and acting as project manager for successfully located companies.
- Name and address of employer **East Midlands Development Agency, Nottingham, UK**
- Dates (from - to) October 1994 - March 1997
 - Occupation or position held Marketing Assistant to Investment and Mortgage Product Managers
 - Main activities and responsibilities Assisting the Product Managers in successfully marketing core products, including liaising with PR and design agencies and organising distribution. Also an informal deputy for the Print Buying Manager, organising all printed material for the building society and liaising with both internal and external customers.
- Name and address of employer **Nottingham Building Society, Parliament Street, Nottingham, UK**
- Dates (from - to) September 1992 - June 1993
 - Occupation or position held Marketing Assistant (University placement)
 - Main activities and responsibilities Assisting the Marketing Manager in the promotion of the college facilities and services, including open days - organisation of venue and layout and follow up of enquiries, college literature, local PR. Undertook a research project about student satisfaction.
- Name and address of employer **Basford Hall College, Old Basford, Nottingham, UK.**

EDUCATION AND TRAINING

- **Dates (from - to)** 2004 - 2009
- **Title of qualification awarded** BSc (Hons) International Studies 2.1
 - **Principal subjects/occupational skills covered** Social Sciences and Contemporary International issues, International Development, Globalisation, Culture and Identities, International Politics, Economics and Environment
- **Name of organisation** Open University, United Kingdom

- **Dates (from - to)** 2004 and 2001
- **Title of qualification awarded** CELTA Teaching Certificate and Online TEFL Certificate
 - **Principal subjects/occupational skills covered** Teaching skills
- **Name of organisation** British Council, Milan

- **Dates (from - to)** 1991 - 1994
- **Title of qualification awarded** HND Business and Finance
 - **Principal subjects/occupational skills covered** Subjects included: Human Resource Management, Marketing, Business Law, Finance, International and European Business, Business Administration, Business French
- **Name of organisation** Nottingham Trent University, United Kingdom

- **Dates (from - to)** 1989 - 1991
- **Title of qualification awarded** BTEC National Diploma in Business and Finance
 - **Principal subjects/occupational skills covered** As above with RSA computer skills
- **Name of organisation** Newark and Sherwood College of Further Education, United Kingdom

- **Dates (from - to)** 1987 - 1989
- **Title of qualification awarded** GCSEs 1-A, 2-B, 3-C, 2-D, 1-E
 - **Principal subjects/occupational skills covered** Maths, English, French, Geography, Politics and Law, Physics, Design and Communication, Drama
- **Name of organisation** Southwell Minster School, Nottinghamshire, United Kingdom

PERSONAL SKILLS AND COMPETENCES

LANGUAGES

ENGLISH MOTHER TONGUE

OTHER LANGUAGES

• *Reading / Comprehension*

• *Writing*

• *Spoken*

ITALIAN

Excellent

Elementary

Intermediate

SOCIAL SKILLS

AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

Member of the Sports and Social Committee at EMDA, Member of the Harmonisation Steering Committee at EMDA, working in a team to harmonise the 4 non-governmental bodies into one organization,

Worked extensively with Asian and European populations through my work in EMDA and Thailand. Have also lived and travelled quite extensively throughout Asia for both work and pleasure, encountering different cultures and groups of people.

ORGANISATIONAL SKILLS

AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

Undertook a TIM Time Management course whilst at Nottingham Building Society.

Responsible for organizing Corporate Golf Day and corporate gifts for the Building Society, including organization, planning, and overall budget control.

Undertook a Chartered Institute of Marketing Project Management Course, with specific reference to my work at EMDC.

Organised inward missions on behalf of the DTI and region, for Asian business people.

Have recently completed an Event Planning Management course with Aim Redstone Consulting (a CPD provider)

TECHNICAL SKILLS

AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

Microsoft Word / Excel / Access used in all work situations to produce documents. Specialist systems for print buying, web-page design, contact management also used whilst working in England.

ARTISTIC SKILLS

AND COMPETENCES

Music, writing, design, etc.

Former member of Nottingham Young People's Drama and Dance Company and have performed around the country (UK) and at the Edinburgh Festival

Undertook the national standard Plain English Training, for the preparation of promotional materials at Nottingham Building Society.

DRIVING LICENCE(S)

Full UK driving licence (with Italian authority recognition)

ADDITIONAL INFORMATION

Currently working as 'libero professionista' with a Partita Iva

References can be supplied on request.