

Curriculum Vitae

Elena Santaniello

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A responsible, reliable and empathetic individual with a desire to offer exceptional service with proved management and organizational skills. Open to new opportunities in learning and developing further skills and experience. Ready to relocate to Central & Northern Europe.

Work experience

January 2011-August 2019: English Language Lab UK, Norwich, England

- Director & Head Teacher

July-August 2011&2012: Southbourne School of English, Bournemouth, England

Teaching English to international students aged 6 to 15 years from elementary to upper-intermediate levels.

Preparing students for in-house Trinity exams level 2, 3 and 4.

Supervising and tour-guiding students and group leaders on cultural excursions to London, Bath, Oxford, Cambridge and other local heritage destinations.

Supervising and participating in afternoon leisure activities.

2005-2010: English Language Workshop, Monte Porzio Catone, Rome (IT)

Together with my British-Canadian partner I set up our communicative English lab with the intention to offer a friendly and unconventional environment where relevant and effective interaction in the English language could occur. This way we created work for ourselves on our return from the UK and fulfilled the demand within the local community.

So far I have taught general English to a relevant number of adult and young learners from beginner to upper-intermediate level, following the syllabuses devised by mainstream ELT course books, namely New English File, New Headway and Straightforward.

I usually spend the morning planning lessons, correcting homework and organising resources, then around 2.30pm I start tutorials with middle and secondary school students. Between 4-6pm, it is time for primary state school pupils, among whom there also are very young learners from nursery school. From 6.30 to 8pm, I teach adults.

I regularly prepare pupils for the Trinity Tests grades 1 to 4, and sometimes older learners for the PET and FCE exams. During the year I also organize seasonal parties such as Halloween, Burns Night, Thanksgiving, Christmas and Easter in order to introduce children and parents alike to the customs culturally linked to the language taught. In June, we have run a 3 week day-camp at a local private park, to offer children further opportunities to practice English by means of using L2 while doing sport, art and crafts.

1997-2005: Holiday Inn Ltd; Hilton Hotels Ltd; Small Luxury Hotels Ltd; Harlequin Ltd; (UK and Channel Islands)

I started off as a chamber-maid for Holiday Inn Express London and after three months I was made employee of the month and moved to the restaurant where I worked on late shift and till audit. I did silver service and carver service. I then moved to AMT coffee boots in Victoria and Marylebone stations on a 5am-5pm shift during which I made coffees, I stocked the boots and I handled the cash. I then worked as a live-in lunch and dinner waitress in a pub in Rugby for another six months. In summer 1999, I was in charge of the laundry at the La Plage hotel in Jersey; there I liaised with the head housekeeper for all the linen supply and stock control. In 2000 I was a junior receptionist at the Hilton Lodore in Keswick where I stayed for about a year after which I transferred to the Hilton Dunkeld House in Perthshire. There I made my way up through in-house training to become a reception leader until 2002. I then moved to Bourton on the Water in the Cotswolds, as I was offered a position as a head receptionist for the Lords of the Manor hotel. After a temporary job as a chef's assistant in the vegetables section of a nursing home kitchen brigade, I finally landed my last job as a hotel operations manager at the Clarence Court Hotel in Cheltenham where I was in charge of ten members of staff for the everyday running of a 25-bedroom Georgian townhouse.

Voluntary experience

2019-2021: Caritas & Città Migrante, Italy

Online teaching of English and Italian to migrants settling in Italy

2003-2005: Rendezvous International, Cheltenham, (UK)

Individual teaching of English to Eastern European visitors within a voluntary international association.

1993-1996: Italian Red Cross

Within this international organization I was involved with the care and education of young war refugees from ex-Yugoslavia, as well as being in charge of housekeeping and administrative duties.

Education

June 2014: Open University Cambridge, England English & Education Bachelor's Degree

July 2009: International House Ljubljana, Slovenia CELTA Certificate awarded grade Pass

2007-2009: InTesol Worldwide Ltd, England TESOL Distance Certificate awarded grade A2

2007: London Empire Academy, England Teaching Practice Certificate awarded grade A1

1998: Wenstminster College London, England First Certificate in English awarded grade B

1987: Liceo Classico, Naples, Italy Diploma in Humanistic Studies, with A Levels in Italian, Latin, Greek, Philosophy, History, Geography, Maths, Natural Sciences and Art.

Interests

Health & Wellbeing, Sustainability, World's Cultures & Customs, Cinema, Music, Literature, Gardening & Cooking.

Further details

Nationality: Italian

Mother tongue: Italian

Other languages: English, proficient; French, elementary; Spanish, elementary; Russian, beginner

Computer literate: Word 20017, Excel, the Internet

European Driving Licence type B

References

Mr Emanuele Petrucci, current mayor Mombaroccio, Italy

Doctor Giancarlo Caporicci, former mayor Mombaroccio, Italy

Mrs Antonia Galanti, head of department charity organization **Caritas** Mombaroccio, Italy

Mrs Agnese Formentini, administrator charity organisation **Città Migrante**, Bologna, Italy

Ms Kathryn Newman, Academic Director

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Ms Olga Goncharova, Main Celta Tutor from IH Moscow

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