

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**

**PERSONAL INFORMATION**

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| Name          | Carlotta Toma |
| Nationality   | Italian       |
| Date of birth |               |

**WORK EXPERIENCE**

|                                       |  |
|---------------------------------------|--|
| <b>• Dates (from – to)</b>            | <b>September 2021 -present</b>   |
| <b>• Name and address of employer</b> | Centro Lingue My Open School for Cambridge<br>Viale Duca D'Aosta 19 – Busto Arsizio (VA) - Italy   |
| <b>• Type of business or sector</b>   | Education  |
| <b>• Occupation or position held</b>  | EFL Teacher<br>Cambridge exam preparation courses in State Schools<br>General English and business English courses<br>Designing tailor-made course outlines for both private students and state schools<br>Cambridge Speaking Examiner (YLE) |

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| <b>• Dates (from – to)</b>            | <b>July – August 2021</b>  |
| <b>• Name and address of employer</b> | Experience Summer Camp, Grosseto - Italy   |
| <b>• Occupation or position held</b>  | English Language Summer Camp Tutor 8 hours a day, 6 days a week<br>A1 to B2 level (roughly 400 hours)<br>General English lessons |

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| <b>• Dates (from – to)</b>            | <b>June – July 2021</b>  |
| <b>• Name and address of employer</b> | Country Language Summer Camp, Ponte di Legno (BS) - Italy  |
| <b>• Occupation or position held</b>  | English Tutor & Group Leader 8 hours a day, 6 days a week<br>A1 to B2 level (roughly 400 hours)<br>General English lessons |

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| <b>• Dates (from – to)</b>            | <b>October 2020 – May 2021</b>   |
| <b>• Name and address of employer</b> | Words For You, Entertainment PR & Communication Agency - Milan, Italy. |
| <b>• Occupation or position held</b>  | Press & PR Office Intern   |

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| <b>• Dates (from – to)</b>                    | <b>July 2017 – September 2019</b>   |
| <b>• Name and address of employer</b>         | Olona International Primary School, Fagnano Olona (VA) - Italy  |
| <b>• Type of business or sector</b>           | Education   |
| <b>• Occupation or position held</b>          | CLIL English Teacher  |
| <b>• Main activities and responsibilities</b> | Teaching primary school subjects (Science, Civics, English, History of Religions and Geography) following the CLIL (Content and Language Integrated Learning) methodology to children aged 8 to 10 (level Pre-A1 to A2)<br>An average of 2 30-hour courses per school year to prepare kids to take the Cambridge English YLE Starters, Movers, Flyers and KEY exams |

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| • <b>Dates (from – to)</b>     | <b>June – August 2017</b>  |
| • Name and address of employer | Embassy Summer UK, Canterbury - United Kingdom   |
| • Occupation or position held  | Summer School EFL Instructor 8 hours a day, 6 days a week<br>A1 to B2 level (roughly 400 hours)<br>General English lessons |

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| • <b>Dates (from – to)</b>     | <b>November 2015 – June 2017</b>   |
| • Name and address of employer | Centro Lingue My Open School for Cambridge<br>Viale Duca D'Aosta 19, Busto Arsizio (VA) - Italy  |
| • Type of business or sector   | Education  |
| • Occupation or position held  | English Language Teacher<br>CLIL project in a State Istituto Comprensivo (Primary and Middle School, A1/A2 level)<br>N.4 KEY preparation group courses of 30 hours each<br>N. 1 YLE Movers prep group course of 40 hours<br>N.1 YLE Starters prep. Group course of 30 hours<br>N. 1 FIRST prep group courses of 70 hours |

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| • <b>Dates (from – to)</b>             | <b>July 2013 – July 2015</b>   |
| • Name and address of employer         | University of Huddersfield Students' Union, Huddersfield - United Kingdom.                           |
| • Occupation or position held          | Vice President Communications & Democracy and Trustee  |
| • Main activities and responsibilities | Student representative, leading a relatively large charity's marketing strategy and set of policies. |

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| <b>PERSONAL SKILLS AND COMPETENCES</b><br><i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.</i> | Reliable and heavily motivated to grow professionally. Creative and imaginative in coming up with insightful solutions to meaningful problems. Very comfortable working in teams and sharing achievements cooperatively with others. Solid communication skills and strong English language skills strengthened by UK Higher Education experience and CELTA teacher training. |
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|----------------------|----------------|
| <b>MOTHER TONGUE</b> | <b>Italian</b> |
|----------------------|----------------|

| <b>OTHER LANGUAGES</b>  |   |                  |                 |          |  |         |           |         |                  |                 |  |    |    |    |    |    |
|---|---|------------------|-----------------|----------|--|---------|-----------|---------|------------------|-----------------|--|----|----|----|----|----|
| Self evaluation<br>Common European Framework<br><b>English:</b> |   |                  |                 |          |  |         |           |         |                  |                 |  |    |    |    |    |    |
|   | <table border="1"> <thead> <tr> <th colspan="2">Comprehension</th> <th colspan="2">Speaking</th> <th>Writing</th> </tr> <tr> <th>Listening</th> <th>Reading</th> <th>Oral Interaction</th> <th>Oral production</th> <th></th> </tr> </thead> <tbody> <tr> <td>C2</td> <td>C2</td> <td>C2</td> <td>C2</td> <td>C2</td> </tr> </tbody> </table> | Comprehension    |                 | Speaking |  | Writing | Listening | Reading | Oral Interaction | Oral production |  | C2 | C2 | C2 | C2 | C2 |
| Comprehension   |   | Speaking         |                 | Writing  |  |         |           |         |                  |                 |  |    |    |    |    |    |
| Listening   | Reading   | Oral Interaction | Oral production |          |  |         |           |         |                  |                 |  |    |    |    |    |    |
| C2  | C2  | C2               | C2              | C2       |  |         |           |         |                  |                 |  |    |    |    |    |    |

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| <b>EDUCATION AND TRAINING</b>                                    |   |
| • <b>Dates (from – to)</b>                                       | <b>September 2020</b>                                   |
| • Name and type of organization providing education and training | Università Cattolica del Sacro Cuore, Milan - Italy     |
| • Title of qualification awarded                                 | Master of Arts (Hons) in Music Business & Communication |

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|--|--|
| • <b>Dates (from – to)</b>                                       | <b>June 2020</b>   |
| • Name and type of organization providing education and training | Educo, Sanremo - Italy   |
| • Title of qualification awarded                                 | Scholarship TEFL-PP program for mother-tongue English speakers |

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| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> </ul>  | <b>April 2017</b>   |
| <ul style="list-style-type: none"> <li>• Name and type of organization providing education and training</li> </ul>                       | University of Huddersfield, Huddersfield - United Kingdom   |
| <ul style="list-style-type: none"> <li>• Title of qualification awarded</li> </ul>   | Master of Arts by Research: Part-time research-led degree in Music Journalism.  |
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> </ul>  | <b>February 2016</b>  |
| <ul style="list-style-type: none"> <li>• Name and type of organization providing education and training</li> </ul>                       | International House, Milan - Italy  |
| <ul style="list-style-type: none"> <li>• Title of qualification awarded</li> </ul>   | CELTA certificate (Certification for Teaching English to Speakers of Other Languages)   |
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> </ul>  | <b>July 2013</b>  |
| <ul style="list-style-type: none"> <li>• Name and type of organization providing education and training</li> </ul>                       | University of Huddersfield, Huddersfield - United Kingdom   |
| <ul style="list-style-type: none"> <li>• Title of qualification awarded</li> </ul>   | Bachelor of Arts (Hons) in Music Journalism   |
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> </ul>  | <b>July 2009</b>  |
| <ul style="list-style-type: none"> <li>• Name and type of organization providing education and training</li> </ul>                       | Liceo Scientifico "Blaise Pascal", Busto Arsizio (VA) - Italy   |
| <ul style="list-style-type: none"> <li>• Title of qualification awarded</li> </ul>   | High School Diploma   |
| <p align="center"><b>TECHNICAL SKILLS AND COMPETENCES</b></p> <p><i>With computers, specific kinds of equipment, machinery, etc.</i></p> | IT and digital software   |
| <p align="center"><b>OTHER SKILLS AND COMPETENCES</b></p> <p><i>Competences not mentioned above.</i></p>                                 | Professional and positive customer care skills<br>☐ Effective communication skills<br>☐ Intercultural awareness<br>☐ Media and Journalism<br>☐ Creative attitude<br>☐ Online tutoring<br>☐ Proofreading<br>☐ Translation<br>☐ Leadership<br>☐ Public speaking |
| <p align="center"><b>DRIVING LICENCE(S)</b></p>  | Clean driving license   |
| <p align="center"><b>ADDITIONAL INFORMATION</b></p>  |   |

I authorize the use of my personal data in compliance with Legislative Decree 196/03.