



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **Maria Borg Vella**  
Address 21 Emanuele Vitale Street, RBT1684 Rabat (Malta)  
Telephone(s) 0035621450419 Mobile | 0035679311632  
E-mail(s) mariaborgvella@yahoo.co.uk  
Nationality Maltese  
Date of birth 13 April 1976  
Gender Female

### Desired employment / Occupational field **Assistant Head of School / Translator**

### Work experience

Dates September 1998 - June 2010  
Occupation or position held Teacher  
Main activities and responsibilities Primary School Teacher  
Name and address of employer Education Division  
Floriana (Malta)  
Type of business or sector Education  
Dates 29/09/2010 →  
Occupation or position held Assisnat Head of School  
Main activities and responsibilities Assist head of school in managing the running of school. Assist head of school in monitoring curricular activities and teaching and learning in school.  
Name and address of employer Educ Division  
Floriana (Malta)  
Dates 03/2010 →  
Occupation or position held Journalist  
Main activities and responsibilities Writing features in weekly Maltese newspaper. Issues tackled usually are medical, discrimination and diversity.  
Name and address of employer Union Print Ltd  
Marsa (Malta)

### Education and training

Dates September 1994 - May 1998  
Title of qualification awarded B.Ed(Hons)  
Principal subjects / occupational skills covered Maltese  
Early and Middle Years  
Name and type of organisation providing education and training University of Malta  
Tal-Qroqq (Malta)

Dates February 2005 - February 2007  
 Title of qualification awarded Post-Graduate Diploma in Educational Administration and Management  
 Principal subjects / occupational skills covered Communication, managerial and social skills in educational administration  
 Name and type of organisation providing education and training University of Malta  
 Tal-Qroqq (Malta)

Dates 01/02/2010 - 01/01/2011  
 Principal subjects / occupational skills covered Reading Certificate in Proof Reading (Maltese)  
 Name and type of organisation providing education and training University of Malta  
 Tal-Qroqq (Malta)

**Personal skills and competences**

Other language(s)

Self-assessment  
 European level (\*)

**Maltese**  
**English**  
**Italian**  
**French**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A2	Basic User	B1	Independent user	A1	Basic User	A1	Basic User	A1	Basic User

(\*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Good listening skills gained through my job as a primary school teacher. I work well in teams and my communication skills were defined due to my constant work with parents and students and through voluntary work in the local church.

Organisational skills and competences My organisational skills were put to test every day in my classroom. Apart from that I graduated in educational management and administration, and am now testing these skills in an administrative position in a school.

Computer skills and competences I have good command of Microsoft office tools and work constantly online for my work as a teacher whilst using other programmes that help me in my work.

Artistic skills and competences I feel at my best when I am writing. In fact I have published a book with short novels, poems on online webpage and articles in the local media.

**Additional information**

Because of journalistic work, I constantly translate interviews from people abroad and articles that I need to use for my work. When interviewing someone who is not Maltese, I generally translate the article back to his/her mother language so they can read it. Various organisations ask for the translation of articles that interest them. Since Malta is a bilingual country, I have perfect command of both Maltese and English with excellent pronunciation of the latter. I studied Italian for a number of years and my grasp is excellent in written skills. My pronunciation of Italian is also good.