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|  | **Name** |  | **Paulina Weglarz** | | |
| **Degree** | Honours Degrees in Modern languages and Literatures. | | |
| **Job Title** | Director of Studies, Translator, Interpreter, English Language Instructor | | |
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|  | | | | | |
|  | | | |  | Work Experience |

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| **20.09.2009 – present**  **DIRECTOR OF STUDIES / ENGLISH LANGUAGE INSTRUCTOR / TRANSLATOR**  Administration and correction of the Government Certified English Language Exams and Language Proficiency Tests. All levels. Language instruction. Preparation for the TOEFL, IELTS, and FCE examinations. Translation of documents of various domains of expertise.  British Institutes, Tradate, Italy. | Work experience |
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| **01.06.2005 -08.09.2009** | Dates |
| **ENGLISH LANGUAGE INSTRUCTOR / TRANSLATOR / INTERPRETER** | Occupation or position held |
| Business English language instruction to clients of all linguistic levels. Group and one-on-one lectures.  Material selection and implementation. Progress monitoring and testing.  Clients included: senior and middle management officials of ENI, AGIP, Rete Gas, Astra Pharmaceuticals, Check Point Italy, Enthone, Symantec, BIMO, Bicocca University Milan, Deutsche Bank, Renato Corti, Essilor  Optical, Actionaid, Eco Italia, Inter Milan, ITSM, Future Media, Unilever, MARSH Securities and San Raffaele Hospital.  Translation of documents of various domains of expertise (press releases, articles, essays, fashion, geography, medicine, sociology, manuals, contracts, doctoral theses) from Italian into English.  Simultaneous interpretation in the course of various business exchanges and trade fairs in Milan, Italy.  **EMPLOYERS**  Languages International, ENI Corporate University, British Institutes, Wall Street Institute, Connor School, Language Point, MVM Studio, Agostini e Associati, Sandona Traduzioni, Servizi Estero. Milan, Italy. | Main activities and responsibilities |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **09.2004 – 05.2005** | | **ENGLISH LANGUAGE INSTRUCTOR** | | English language instruction for the francophone representatives of Canadian Government  aimed at their positive completion of the Canadian Government Language Proficiency  Certification of the B, C and E levels in oral, written and reading comprehension tests.  Clients included: the Canadian Security Intelligence Service (CSIS), Royal Canadian Mounted  Police (RCMP), Canadian Heritage, Ministry of Justice, Bank of Canada,  Canadian Refugee Board, and Agriculture Canada. | | Centre Linguistique du College de Jonquiere, Ottawa, Canada.   |  | | --- | | **09.2003 – 08.2004** | | **ENGLISH LANGUAGE INSTRUCTOR / COORDINATOR OF STUDIES** | | English language instruction to foreign students (Japan, South Korea, Brazil, Argentina) of  various language levels. Students participated in full immersion programmes in Canada.  Instruction aimed at the students’ positive completion of TOEIC, TOEFL and  Business English tests. | | MLS Centre Linguista, Ottawa, Canada – Language Institute.   |  | | --- | | **09.2002 – 05. 2005** | | **INTERPRETER / TRANSLATOR** | | Translation of documents and interpretation for foreign clients of a legal advice studio.  Interpretation during legal action and trial proceedings.  Strudwick and Associales Legal Studio, Ottawa, Canada.   |  | | --- | | **09.2002 – 12. 2003** | | **LANGUAGE CONSULTANT / ITALIAN LANGUAGE INSTRUCTOR** | | Translation, transcription and editing of various materials for publication. Translation and  transcription of Russian and Polish medieval manuscripts for publication in professional  linguistic reviews at the Slavic Research Group, the University of Ottawa.  Italian language instruction to students of the National School of Languages, Ottawa, Canada.  University of Ottawa, National School of Languages. Ottawa, Canada.   |  | | --- | | **09.2001 – 06.2002** | | **ENGLISH LANGUAGE INSTRUCTOR** | | University preparation and perfecting students’ knowledge of spoken and written English in domains of business,  travel industries and commercial activities. Preparation of students for the British Council tests:  KET, PET, FCE and TOEFL).  British School, Scalea, Italy | | | | | | Name and address of employer | |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  |  | Education | | **1995 -2001** | | | | | | * Slavic Languages and Literatures – Diploma * Italian language and Literature – Diploma * Spanish and South American Literature – Diploma * TESOL (Teacher of English to Speakers of Other Languages) –Certificate * LATIE (Licence to Teach International English) - Licence * ATA (American Translators Association Member) – Certificate  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | |  | | | | | | | | | | |  | |  | |  | | |  |  |  |  |  |  | | |  | |  | |  |  |  |  |  |  |  |  |  | | |  | |  | |  | | |  |  | | |  |  | | |  | |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | | --- | --- | --- | |  |  |  | | Dates | |  | Occupation or position held | | | | | | | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | | .   |  | | --- | |  | |  | |  | | |  | | --- | |  | |  | |  | | . | | | | | | Type of business or sector |