

| **Gender:** Female

● **WORK EXPERIENCE**

02/2017 – CURRENT

COLLEGE / UNIVERSITY TEACHING PROFESSIONAL – UNIVERSITÀ DI TORINO

Docente Lingua Inglese (Telematico) Amministrazione Aziendale Complex Learning UNITO

Creation and implementation of online teaching materials for students studying Business Administration:
PowerPoint, videos, quizzes

Use of tools to manage online course
manage virtual classroom

Tutor del Corso di Lingua Inglese: online interaction with students; integration of additional activities;
correction and feedback on student writing.

15/10/2010 – CURRENT

BUSINESS ENGLISH TEACHER – SAA UNIVERSITÀ DI TORINO SCUOLA DI AMMINISTRAZIONE AZIENDALE

General and Business English teaching for first, second and third year courses. Blended learning for first year evening students, linguistic support in self access center.

My work in the self access center mainly involves IELTS preparation in small groups or individually

Education | Via Ventimiglia 115, 10126, Torino, Italy

11/2010 – 06/2016

BUSINESS ENGLISH TEACHER – UNIVERSITÀ DI TORINO FACULTÀ DI ECONOMIA

blended learning (online and frontal)

Preparazione esame Cambridge ICFE (International Certificate in Financial English)

C.so Unione Sovietica 218/bis, 10134, Torino, Italy

01/2014 – 01/09/2014

ONLINE ENGLISH TEACHER – SCUOLA DI AMMINISTRAZIONE AZIENDALE

Master in Gestione dei Servizi Bancari e Finanziari (Banca D'Alba)

This is a completely online course. The first year (2014) is dedicated to general English (from Elementary to Pre-intermediate) which aims to provide the students with a solid base which they will build on in the second year, discussing and writing about financial issues. My responsibilities include material design and course delivery.

Torino, Italy

10/2013 – 12/2016

INTRODUCTION TO EVENT MANAGEMENT – SCUOLA DI AMMINISTRAZIONE AZIENDALE

Free credits optional course for students of Unito and Erasmus

21 hour course introducing students to the basics of Event Management. The students participate in the organization of the SAA Annual Team Building Event.

Torino, Italy

09/2013 – CURRENT

SCIENCE IN ENGLISH TEACHER (CLIL) – ISTITUTO SOCIALE

co-teaching Science for 1st and 2nd year, liceo scientifico e classico for the entire school year
material design
classroom teaching
evaluation

Torino, Italy

07/2014

TRANSLATION (SCIENCE TEXTBOOK) – LOESCHER

Translation of 3 modules for Science Coursebook - for 5th year high school:
Biografia: Corso di Biologia per i nuovi programmi Vol. 3

Torino, Italy

01/09/2014 – 01/10/2014

MATERIALS DESIGN – LOESCHER

Creation of didactic activities for one science module.

Coursebook: Biografia

Target audience: 5th year high school

Torino, Italy

12/02/2010 – 03/06/2011

EFL TEACHER – ISTITUTO PROFESSIONALE C.I. GIULIO

Conversation. Provide students with speaking practice and grammar review.

Via Bidone, 11, Torino

21/09/2009 – 12/2011

ENGLISH TEACHER FOR IELTS EXAM PREPARATION – POLITECNICO UNIVERSITY

Provide students with language practice and strategies for the reading, writing and speaking parts of the IELTS exam.

Cso Duca Degli Abruzzi, 24, Torino

CURRENT – Bologna, Italy

PROOFREADER – ZANICHELLI

My main responsibility is to check course books for grammar, punctuation or spelling mistakes. I also check for formatting mistakes.

● **EDUCATION AND TRAINING**

07/02/2013 – 04/05/2014 – Alberta, Canada

EVENT PLANNING MANAGEMENT – Mount Royal University

Fino adesso ho completato due corsi del programma:

Introduction to Event Planning

Resource Management

20/09/2012 – 30/05/2013 – Firenze, Italy

CORSO DI PERFEZIONAMENTO "LINGUA IN RETE" – Italian University Line

Ho superato 4 moduli sulle metodologie di insegnamento delle lingue straniere usando tecnologie digitali ed una prova finale per un totale di 20 CFU.

02/03/2006 – 06/05/2011 Aston Triamble, Birmingham B47ET

MSC TESOL – Aston University

Foundation Module (Syllabus Design, Methodology, Error Correction, Spoken Interaction, SLA, Pronunciation, Testing and Evaluation, Text and Discourse Analysis), 4 main modules: Methodology, Course and Materials Design, Grammar and Lexis, Teaching Young Learners, Dissertation: Teachers, Students and Interaction on an Online Business English Course: A Case Study

10/09/1986 – 26/05/1990 – 1600 Holloway Avenue, San Francisco

BS BIOLOGY (PHYSIOLOGY) – San Francisco State University

Science - Physics, Chemistry, Biology, Anatomy, Physiology, Trigonometry, Calculus plus general education requirements.

01/06/2002 – 28/06/2002 – 785 Market Street, San Francisco, California

CELTA – St Giles Language Teaching Center

05/01/2010 – 31/07/2011 – 1925 Ballenger Avenue, Suite 550, Alexandria, VA

PRINCIPLES AND PRACTICES OF ONLINE TEACHING CERTIFICATE PROGRAM – TESOL

International Education Association

Foundation Course

Teaching Reading and Writing online, Listening, Designing Activities, Creating Vocabulary and Grammar exercises online

03/09/1978 – 20/05/1982 – 3250 19th Avenue, San Francisco, California

HIGH SCHOOL DIPLOMA – Mercy High School

● **LANGUAGE SKILLS**

Mother tongue(s): **ENGLISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ITALIAN	C2	C2	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

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Diana Pardo

22/05/2023