

PERSONAL INFORMATION **Laura Monastero**



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 SKYPE: Laura Monastero

Sex :F| Date of birth 15/02/1980| Nationality : Italian

WORK EXPERIENCE

Mar 2017- to now **OWNER AND CENTRE MANAGER**
LANGUAGE SCHOOL, www.languagelabenna.it

Language private school for children , teens and adults.

BULATS AUTHORIZED CENTRE

CAMBRIDGE ASSESSMENT PREPARATION CENTRE (2018-19)

- General English and Business Language teaching to TEENS, ADULTS
- Cambridge certification preparation centre (Young Learners, KEY, PET, FIRST)

Mar 2014- Jun 2019 **CENTER MANAGER. SENIOR SUPERVISOR**
PINGU'S ENGLISH ENNA, www.enna.pingusenglish.it

English private school for children (1-12 years)

- Opening and managing English centre
- English teaching to children 18 months-12 years.
- Creative activities and events for children (SUMMER AND WINTER CAMPS. Story telling labs, trips etc)
- CAMBRIDGE ASSESSMENT YOUNG LEARNERS CERTIFICATION preparation.
- P.E.S.S.- **Pingu's English Senior Supervisor**
- Sales
- Marketing
- Customer Service
- Hr Recruitment
- Staff training

30 Ago – 2 sep 2018 **CONFERENCE, CONGRESS AND SOCIAL DINNER INTERPRETER**
XLI KIWANIS CONVENTION - ENNA, <https://www.kiwanis.it/2017/page.php?222>

KIWANIS Social club

Sept 2014- Jun 2019 **English tutor , "English fun" project, for children (2-5 years)**
SCUOLA DELL'INFANZIA "PRINCIPE DI NAPOLI", Enna
 Private kindergarten

- Jan 2006-July 2006 **Itinerari & Go, travel agency**, Enna
Travel agency
- booking assistant
 - travel manager
 - tour leader
- Mar 2005-now English private lessons
- Beginner, Elementary, Intermediate, Business English Adults. Preparazione Cambridge Assessment Certification Young Learners, KET, PET, FCE.

EDUCATION AND TRAINING

- Mar2020 **S.S.I.T. -SCUOLA ITALIANA INTERPRETI E TRADUTTORI, PESCARA**
MASTER IN INTERPRETARIATO
lingue di specializzazione: inglese ed italiano
- Mar 2020 **FUTURE LEARN –BRITISH COUNCIL. LANCASTER UNIVERSITY**
Teach English Online course
- Mar 2017-April 2017 **FUTURE LEARN –BRITISH COUNCIL. LANCASTER UNIVERSITY**
Teaching for Success: Lessons and Teaching

Jan 2016- Giu 2016

TEFL ORG. UK
TEFL course _ teaching English Foreign Language

March 2016

PINGU'S ENGLISH ITALY
 P.E.S.S.: Pingu's English Senior Supervisor training

Jul-Aug 2015

BRITISH STUDY CENTER, Brighton, UKI-
 IELTS preparation course

PINGU'S ENGLISH ITALY
 Pingu's English centre managing training

Mar –Jun 2012

ARTESIS LAB, Bari, Italy
 Congress and Event Management Master

July 2004

CATANIA UNIVERSITY
Dentistry Graduation (110/ 110 cum laude)

PERSONAL SKILLS

Mother tongue(s) Italian

Other language:

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1
TEFL – teaching English foreign language (2016). BULATS (2018) IELTS (2014). TOEFL (2000) FCE (1998) PET (1996)					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills Very good communication skills gained through my experience as sales and center manager.

Organisational / managerial skills

- leadership (currently responsible for a team of 3 people)
- HR responsibilities (selection and training human resources)

Job-related skills

- good command of quality control processes (currently responsible for quality edit)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
basic	Independent user	Independent user	basic	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

ECDL

- GOOD command of office suite (word processor, spread sheet,)
- EXCELLENT command of Internet and mail.

Other skills Creativity, flexibility.

Driving licence B

ADDITIONAL INFORMATION

Love travelling, Pilates, dancing, theatre, sports. Volunteering with disables.