






PERSONAL INFORMATION

Janie Morris

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-  Skype janie_morris

Sex Female Date of birth 22/12/1964 | Nationality British

PREFERRED JOB

English language teacher, translator, specialist language consultant/interpreter, proof-reader, teacher trainer and Cambridge examiner

Highly motivated and dynamic teacher and Teacher Trainer (for both general English, business English for Special Purposes), willing to approach new cities, countries and working environments with positive attitude.

She has translated academic books and articles, which have been published worldwide.

Has provided language consultant input/interpretation services for multinational companies such as Siemens.

She is providing specialized language training for the training wing of the U.N. Has translated legal documents from Italian to English for law firms, including documents necessary for international trials conducted in English.

GENERAL PROFILE

Ms. Morris is a Cambridge Examiner and was previously a director of studies; in charge of 400 students and 12 teachers. She has worked for a lot of schools approved by the British Council and also for the British Council itself, The University of Malta, Barcelona Polytechnic, International House, and St. Andrew's Cambridge.

She co-wrote the first Business English Teacher Training Course, which was approved by the Chamber of Commerce in London, for a business consultancy in Spain.

She has excellent references. She is a great team member and likes to take on new responsibilities, constantly maintaining an excellent rapport with students of all ages and levels.

WORK EXPERIENCE

From July 2006 to present

working freelance in a variety of capacities:

- Providing specialist classes and training for various types of clients, ranging from U.N./I.L.O. welfare and pension trainers; judges, surgeons, businessmen, engineers and university professors
- Translation and proofreading work for law firms and university professors and academics (notably for the university of Turin: Enaudi Campus and the Politecnico)
- Worked as a teacher of business English for the University of Malta (Rome branch)
- Worked for British Telecom Italy teaching a wide range of classes

From April 2004 to June 2006

English teacher and examiner Cambridge (at the British Council, South Korea)

- Has taught children from beginner level up to pre-intermediate between the ages of 6 and 12 years
- Completed the course and passed the Cambridge Young Learners Extension
- Taught English to adults of all levels, including specialized courses such as Current Affairs, Academic Writing, IELTS preparation courses
- Examiners examinations I.E.L.T.S. for the University of Cambridge; written and oral sections

From April 2004
to September 2003

English Freelance teacher in Sardinia

From September 1999
to August 2003

English teacher

- English teacher for preparing students for the First Certificate - British Council, Somasaguas and Madrid
- Teacher of General English English - International House, Madrid
- Teacher of English for pilots and fire fighters - Avialingua at Sabadell Airport
- Teacher of English for University students and adults for government courses: "Gremio" - Universitat Politecnica Catalunya, Barcelona
- English teacher for adults (from beginners to advanced) and teacher for the First Certificate and C.A.E. Advanced level for exams for Cambridge - The English Centre, Nunez de Balboa, 17, Madrid
- Teacher of Business English (mainly for bankers, traders and lawyers) - Busicom, Nunez de Balboa, 39-6-6B, Madrid

July 1999

Director of sports (Kings College, Club de Campo, Madrid)

- Assistant Director of Studies and was responsible for monitoring sports teams

From September 1997
to Easter 1998

Teacher of English (British Council C / Miguel Angel, Madrid)

- English teacher for adults and teacher for preparation for the First Certificate

From July 1996
to June 1999

Trainer for Business English (ACE Consultores, C / Orense, Madrid)

- Training for clients from various sectors: bankers, lawyers, medical professionals, engineers, and programmers
- Involved in assessing the needs of customers and designing specialized courses for their goals
- Team Leader in a project for training teachers of English business
- Took part in the production of a training course for Business English teachers The course has been accredited by the London Chamber of Commerce in Spain

From March 1998
to September 1998

Trainer for Teachers of Business English

- Trainer for teachers of business for courses aimed at pre-university students - The British Institute, Paseo General Martinez Compos 31, Madrid
- Training for teachers and non-native speakers of English General English and Business English - Acade, C / Alberto Alcocer, Madrid

From September 1996
To June 1997

Director of Studies

- Designed programs for the following types of courses: General English, Cambridge Exams, business English
- Wrote manual for intensive courses
- Training for teachers

From September 1993
to September 1995

English teacher and examiner general CU oral (Unicen 2000 Avd.de Constitucion, Mostoles, Madrid)

- Teacher of General English, Exam C.U. and business English courses
- Examining oral exams P.E.T. in 1994 and 1995

From September 1990
to August 1993

Teacher of General English

- Teacher of General English, Saint Andrew's,
- Teacher of General English, Cambridge Language Centre of Ireland, Dublin

EDUCATION AND TRAINING

- September 2006 **4th grade in the Italian language courses for non-native speakers**
University of Perugia
- November 2004 **Young Learners Extension Certificate**
Cambridge University
- June 1997 **CISL, upper intermediate II with high marks**
University of Siena, Faculty of Italian language for foreigners
- Year 1990 **T.E.F.L. Certificate**
The Language Centre of Ireland, Dublin
- Year 1989 **B.A. in philosophy**
University of York

PERSONAL SKILLS

| | | | | | |
|-------------------|---|---------|--------------------|-------------------|---------|
| Mother tongue(s) | English | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| | Listening | Reading | Spoken interaction | Spoken production | |
| French | B2 | B2 | B2 | B2 | B2 |
| | Replace with name of language certificate. Enter level if known. | | | | |
| Italian | C1 | C1 | C1 | C1 | C1 |
| | Replace with name of language certificate. Enter level if known. | | | | |
| Spanish | C1 | C1 | B1 | B1 | B1 |
| | Replace with name of language certificate. Enter level if known. | | | | |
| | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user Common European Framework of Reference for Languages | | | | |

- Communication skills**
 - Excellent communication skills acquired through communicating with a wide variety of professionals with varying personality types. For years worked in a team in educational establishments. Skilled at providing positive feedback.
- Organisational / managerial skills**
 - Currently assess, devise courses and test students and manage timetables. Previously worked as Director of Studies in a large Language School, dealing with 12 staff and 400 students.
- Job-related skills**
 - Good language skills from working abroad for 24 years. Adept at using Mac IOS, Skype and Facetime for work.

ADDITIONAL INFORMATION

References

Referrals for teaching in schools:

- Sally Sonnex
School Teacher, Hong Kong
salamanda34@yahoo.co.uk
- Paul Kimm
Paul.Kimm@britishcouncil.org

Referrals for translations/proof-reading:

- Pietro Iliardi
p.ilardi@studiolegaleilardi.it
- Alberto Vanolo
alberto.vanolo@unito.it