

MICHELA DEL MISTRO CURRICULUM VITAE

Name and Surname: Michela Del Mistro

Date of Birth: 04.05.1983

Nationality: Italian

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VAT no.: 01627610932

Driving Licence: B, car owner



Work experience:

05/2019 – to date

LINGUAZOOM

Switzerland

Italian language teaching to foreigners, via Skype.

One-to-one lessons for adults, interested in learning the Italian language for work-related purposes.

05/2017 – to date

BUSINESS VOICE

Buttrio (UD)

Teacher of the Italian language – one-to-one and group company courses.

10/2015 – to date

CARITAS

Udine

Italian language teaching to foreigners in the ambit of various hospitality projects for asylum seekers. Teaching of Italian to groups of adults with different levels of language knowledge, from pre-literacy to level A2. Italian theme courses for mothers, Italian for work.

05/2015 – to date

BRITISH INSTITUTES

Udine

Teacher of the German language - A1 group company course

Teacher of the Italian language – one-to-one A1 company course.

05/2010 – 08/2016

UNLIMITED SERVICE GROUP s.r.l.

Tavagnacco (UD)

Sales office clerk, social media marketing, translations, negotiation interpreting, organization of congresses and courses, speaker at congresses and training events focused on internationalization, contents writer for corporate blog <http://biohauslifestyle.it>

MICHELA DEL MISTRO CURRICULUM VITAE

- 07/2007 – 12/2010 **EDLINGER ÜBERSETZUNGEN AG**
Austria
Freelance consultant – Translation of technical texts, manuals and websites
- 05/2009 – 09/2009 **HOTEL LA PERGOLA*****
Lignano Sabbiadoro (UD)
Quotes, client reception, menu translation, use of the “Gestione Hotel” management programme.
- 06/2007 – 11/2008 **ITALIANO ESPRESSO s.r.l.**
Udine
Language School
Italian language teaching to adult foreigners and German language teaching in group and one-to-one courses
- 05/2007 – 06/2007 **CENTO PER CENTO s.r.l.**
Tarvisio (UD)
Organization of holidays on the Adriatic coast for Austrian clients: schools, families, groups etc.
Italian language teaching to foreign schoolchildren (aged from 10 to 17 years), games and entertainment
- 12/2006 – 05/2007 **CAFEBABEL**
Online magazine
Translation of German articles
- 10/2006 – 02/2007 **ITALIANO ESPRESSO s.r.l.**
Udine
Secretary – Internship of 300 hours, reception, support towards Italian lessons for foreigners, organization of advertising materials, office duties (filing, switchboard)

LANGUAGE SKILLS

German, English, Spanish, Serbo-Croatian, Slovene

	GERMAN	ENGLISH	SPANISH	SERBO-CROATIAN	SLOVENE
• Reading	Very good	Good	Very good	Good	Fair
• Writing	Very good	Good	Good	Good	Fair
• Oral expression	Very good	Good	Very good	Good	Fair

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Education and training:

2005/06 – 2007/08	University of Udine Master's Degree in Languages for International Communication (mark: 110 cum laude)
2002/03 – 2004/05	Three-year degree in Foreign Languages and Literature (mark: 110 cum laude)

Experience abroad:

09/2004 – 08/2005	Erasmus Programme, University of Bamberg (Germany)
07/2003	Croatian language course, Zagreb

Certifications and specialist courses:

04/2015 – 06/2015	Writing for the Web Course organized by IAL Friuli V.G.
02/2010	Certification course for tour guides
11/2009 – 02/2010	Foreign language teaching techniques: Italian language teaching L2 Course organized by Civiform of Cividale del Friuli (UD)
07/2004	The European Cultural Identity Course organized by the University of Udine, in partnership with the Universities of Paris, Szeged, Cluj, Prague, Ljubljana and Warsaw
2002	PET (Preliminary English Test) Certification awarded by Cambridge University

Publications:

2004	Vajont, un paese nato da zero (Vajont, a place built from nothing) Article published as part of the collection "Sguardi sul mondo"
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Computer skills:

Good working knowledge of the Microsoft Office package, knowledge and use of principal social media

Interests:

I enjoy working in close contact with the public, I like to travel and learn about other cultures, I like playing the keyboard and reading.

I hereby authorise the processing of my personal data contained in my curriculum vitae pursuant to art. 13 of the Italian Legislative Decree 196/2003

Udine, 17 August 2020