

## Curriculum Vitae

**Fiona Elizabeth Hunter**



**FREELANCE ENGLISH TEACHER AND TRANSLATOR**

### Personal information

First name(s) / Surname **Fiona Elizabeth Hunter**

E-mail **Fionaelizabeth.hunter@unimore.it**  
Nationality **British**

### Education & training

**Dates** **1987**

Title of Qualification **BA Honours Degree in History**

Organization providing education **Royal Holloway College, The University of London**

**Dates** **1989**

Title of Qualification **TEFL course**

Organization providing training ***The Butler School of Languages, London***

**Dates** **2012**

Title of qualification ***Qualified examiner for KET, PET, FCE, CAE and BEC Cambridge examinations***

Organisation providing training ***The Cambridge Centre of English, Modena, Italy***

**Dates** **2016**

Title of qualification ***TEFL certificate with specialization in Teaching Business English***

Organisation providing training ***Toronto University, Canada***

<b>Dates</b>	2020
Type of qualification	<i>Certificates of attendance:</i> <ul style="list-style-type: none"> <li>- <i>Making effective video lessons: Loom etc for distance learning</i></li> <li>- <i>Exams and instruments for online grading: assessments, quiz and others</i></li> <li>- <i>Designing and managing collaborative relations</i></li> <li>- <i>Hybrid approaches and the Flipped Classroom for distance learning</i></li> </ul>
Organisation providing training	<b>TEACH@HOME - UNIMORE</b>

## WORK EXPERIENCE

**Dates** 2016 - 2022  
**Occupation or position held** External Language Instructor at the University of Modena and Reggio Emilia

*Name and address of employer* **A.D. Global Solution, Milan, Italy**

### **COURSES HELD:**

#### **NURSING 2022**

- Focuses on developing specific language, reading and language skills for a career in nursing
- Prepares students for the end of term examinations

#### **ADEM (Data Analysis for Business and Management) (Year 1 Master's Degree)**

- Focuses on developing students' 4 language skills to bring them to a C1 level of Business English

#### **INTERNATIONAL MANAGEMENT – Master's Degree (2016 / 2017 / 2018)**

- Focused on developing students' four skills of speaking, listening, reading and writing up to a C1 plus level of English.
- Used authentic texts to develop students' reading skills.
- Provided regular input and tasks to develop students' intercultural awareness and skills in order to function in international business situations and to ensure positive class dynamics.
- Provided authentic business videos, listening materials and case studies.
- Encouraged group work, role plays, discussions and presentations to maximise student involvement.
- Encouraged students to work in groups to produce business presentations.
- Prepared, invigilated and graded examinations.
- Met individual students weekly to answer queries and to provide advice for the international students

#### **INTERNATIONAL MANAGEMENT – ACADEMIC WRITING - YEAR 2 (2018)**

- The course focused on academic writing for international students of business English with emphasis on summarising, rewriting, paraphrasing, register and organising paragraphs.
- Students studied citation and plagiarism in preparation for their degree thesis

**DIREZIONE E CONSULENZA D'IMPRESA (BUSINESS MANAGEMENT AND CONSULTANCY) - Master's Degree Course (2016-17)**

- Focused on developing students' 4 language skills to bring them up to a C1- level of Business English.
- Used authentic reading texts listening material and videos.
- Encouraged group work and discussions.
- Assigned end of course business presentations

**ECONOMIA E FINANZA (ECONOMY AND FINANCE) (2016 /2017 /2018/2020/2021)**

- Focused on developing students' four skills of speaking, listening, reading and writing up to a B1 level of Business English
- Prepared, invigilated and graded examinations.

**ECONOMIA AZIENDALE (BUSINESS ECONOMICS) (2017/2020/2021)**

- Focused on developing students' four skills of speaking, listening, reading and writing up to a B1 level of Business English
- Prepared, invigilated and graded examinations.

**ANALISI, CONSULENZA E GESTIONE FINANZIARIA (FINANCIAL ANALYSIS, CONSULTANCY AND MANAGEMENT) (2018)**

- Focused on developing students' four skills of speaking, listening, reading and writing up to a C1 level of English.
- Used authentic texts to develop students' reading skills.
- Provided authentic business videos, listening materials and case studies.
- Students worked on IELTS exam skills and presenting graphs and charts

**LINGUE E CULTURA EUROPEE (EUROPEAN LANGUGES AND CULTURE) -2017 /2018**

- Focused on developing students' 4 language skills to bring them up to a C2- level of English
- Prepared students for the C2 English examination in the Linguistics Department.
- Invigilated computer examinations

**LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANIZATIONS (LACOM) – 2017 /2018)**

- Focused on developing students' 4 language skills to bring students up to a C2 level of English
- Prepared students for the C2 English examination in the Linguistics Department.
- Invigilated computer examinations

**Dates** **2012-2020**

**Occupation or position held** **Speaking Examiner for KET, PET, FCE, CAE and BEC for the University of Cambridge ESOL Examinations (Examination Centre – The Cambridge Centre of English, Modena)**

**Main activities and responsibilities** - Works as a speaking examiner for ESOL examinations in Modena, Bologna, Reggio Emilia and Parma and Faenza.

**Name and address of employer** *The Cambridge Centre of Modena, Italy*

**Dates** **2010 – 2015**

**Occupation or position held** **Freelance English teacher**

**Main activities and responsibilities** - Taught Business and Financial English at the Banca Popolare di Emilia Romagna (2016)

**Dates** 1999 - 2022

**Occupation or position held** Translator and Interpreter

- Main activities and responsibilities
- Translated technical manuals marketing works for Ferrari and Maserati
  - Translates literary works with several in publication
  - **-latest "Enzo Ferrari's First Race"by Gian Paolo Maini - Imprimatur editore (2015)**
  - Interprets at trade fairs: Cersaie in Bologna and Cibus in Parma.
  - Prepares and performs 'voice-overs' for multi-national companies and for international art exhibitions.
  - Translates art catalogues for international art exhibitions
  - Translated for Marconi Airport, Bologna

Name and address of employer *Areacontext Language Services, Modena*

**Dates** July 2003 - September 1998

**Occupation or position held** Summer School Teacher

- Main activities and responsibilities
- Taught English to multi-national groups.

- Part of Social Programme Team

Name and address of employer *University of Edinburgh, English Language Training Centre*

**Dates** 1995 - 1999

**Occupation or position held** English Teacher

- Main activities and responsibilities
- Taught general and business English to students at all levels.
  - Prepared and graded examinations
  - Regularly attended teacher workshops at The Bell School, Turin

Name and address of employer *The British School, Reggio Emilia, Italy*

**1991 - 1995**

**Dates**

**Occupation or position held** English Teacher, The Oxford School, Modena

- Main activities and responsibilities
- Taught general and business English at all levels
  - Prepared students for Oxford Exams

Name and address of employer *The Oxford School, Modena*

**Dates** 1994 -1996

**Occupation or position held** Newsreader

- Main activities and responsibilities
- Wrote and presented the daily televised news in English for a local television station.

Name and address of employer *Antenna 1, Modena, Italy*

**Dates** 1988-1991

**Occupation or position held** Trainee Buyer, The Conran Shop, Michelin House, London

**Main activities and responsibilities**

- Part of an expert team in the furniture department. Advised and worked with customers to ensure an optimal shopping experience.
- Provided post sales customer care and organised shipping for international customers
- Attended in-house trainee workshops on furniture design, interiors and trends and buying.

Name and address of employer

Terrance Conran, The Conran Shop, Michelin House, 81 Fulham Rd, Chelsea, London SW3 6RD

## Other languages self-assessment

European level (\*)

**Italian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Proficient user

**Social skills and competences**

- Excellent communication and inter-personal skills. Skilled in providing a stimulating learning environment suited to the interests and maturity of students. Tailors lessons according to student needs and conducts activities that work on confidence building and motivation. Extremely positive student feedback.

**Other skills and competences**

- Computer Skills: Microsoft Word, Excel, Dèjà-vu translation software, PowerPoint Presentations, online lessons using Zoom and Google Meet. Loom video recording and Course Management System software.

**Personal interests**

- Travelling, discovering places and meeting new people, mountain sports (skiing, trekking) and yoga. Member of the International Women's Association (IWA). Writes for the monthly IWA newsletter. Member of the Modena book club.