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## **Saul Bertoletti**

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I benefit from a diverse and comprehensive background with a proven track record in adult and school education. My work experience has provided me with a wealth of relevant skills and experience, which is invaluable in my role as a teacher of English as a second language. I am a well-rounded and passionate individual who fully understands the importance of the English language in today's world and is keen to undertake a variety of teaching opportunities.

### **Key Skills**

- Exceptional communication skills, bi-lingual from birth (English/Italian)
- Educated at masters level in the UK
- Proven track record of successfully planned and lessons to a range of classes
- Rich and diverse work experience matured in several European countries
- Excellent team player, able to engender support as well as working independently
- Extremely motivated with a positive attitude
- Able to multi-tasks and work well under pressure
- Extensive freelance teaching background
- Proficient in all Microsoft Office programmes

### **Experience**

#### **2016 – Pres Teacher – English Language Centre (Varese)**

- Teaching specialised English courses such as Cambridge PET, FCE, CAE, etc.
- Planning, preparing and delivering lessons to classes of a range of age groups and levels
- Using a modern and dynamic teaching approach to reach the English language
- Assessing and continuously monitoring student progress
- Researching and devising interesting, creative, productive lessons for students
- Facilitation verbal conversation in classes through a variety of topics
- Teaching small group or on a one-to-one basis
- Assessing and recording progress by setting and marking coursework and examinations
- Participating in staff meetings and organisational activities

#### **2015 – 2016 Teacher – English Conversation, Liceo 'Sereni' (Luino) and Liceo 'Manzoni'(Varese)**

- Planning, preparing and delivering lessons to classes from 1<sup>st</sup> to 5<sup>th</sup>-year high school
- Facilitation verbal conversation in classes through a variety of topics
- Researching and devising entertaining, interesting, creative, and productive lessons
- Applying a modern and dynamic teaching approach to developing receptive and productive skills
- Assessing and recording pupils progress by setting and marking coursework and examinations
- Coordinating extra-curricular activities and school events
- Delivering additional lessons for underperforming students
- Undertaking pastoral and supervisory duties



2012 – Pres **English Teacher (CELTA Qualified), Italy**

- One-to-one lessons to university students, high school pupils and business people
- Evening English classes for Luino and Council level A1, A2 and B1, since 2013
- Taught pre-intermediate and upper-intermediate adult classes at British Council, Milan
- Providing verbal communication coaching and editing services for business and firms
- Translating services for law firms, accountants and financial firms
- Teaching specialised English such as business and technical English



2014 – 2015 **Executive Assistant and Charity Secretary, Lugano, Switzerland**

- Administrative, logistic and management support for an international businessman
- Secretary of a charity which operates in a number of developing countries
- Overseeing proposals and administrative support for volunteers and professionals
- Organising charity trustee meetings as well as regular sub-committees and staff meetings
- Supervision and support for staff who operate in different parts of the world
- Administrative function for current and potential investments

2009 – 2013 **CEO, The University of York Students' Union, UK**

- Securing effective operations of the University and its mission
- Training and developing staff and elected officers
- Compiling financial reports to enable effective decision making and planning
- Producing annual budget and grant application for the department
- Providing analysis and reports on all aspect of the student activities to the University Management

2005 – 2009 **General Manager, Queen Margaret University SU, Edinburgh, UK**

- Delivering educational, cultural and entertainment events from proposal to delivery
- Supervising event budgets and resources as well as gathering and analysing feedback
- Leading communicating and maintaining timelines and priorities for every project
- Oversee operational and administrative ensuring excellent customer service and quality
- Providing leadership, motivation, direction and support to the team

2004 –2005 **Training and Development Coordinator, The University of Glasgow, UK**

- Designing and delivering training for staff officers and volunteers
- Managing Student Development budgets
- Undertaking research projects, membership surveys, etc
- Creating and developing volunteering opportunities
- Facilitating links between University staff, students and the local community

2003 – 2004 **Training Officer, The Link Group, UK**

- Analysing training needs in conjunction with departmental managers
- Planning and delivering training, including inductions for new staff
- Liaising with organisations involved in race relations, disability, gender, etc.
- Recruiting staff including developing job descriptions, interviewing etc
- Developing policies on performance management, equal opportunities etc.

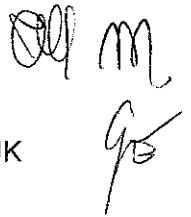
2002 – 2003 **Training Manager, David Lloyd Leisure, Weybridge, Surrey, UK**

- Identifying training and development needs through job analysis and appraisals
- Delivering and expanding training and development for staff and trainees
- Developing and delivering induction programmes
- Delivering statutory Health and Safety training for all departments
- Evaluating training and development programmes



## Education

- 2003 – 2004 MSc Human Resource Management - Glasgow University, UK
- 1998 – 2002 BSc Business Management & Leisure Studies - Glasgow University, UK
- 1996 – 1998 HND Sports and Fitness - Cardonald College, Glasgow, UK
- 1994 – 1995 Higher English, Biology and French - Langside College, Glasgow, UK



## Additional Qualifications

- 2015 CELTA (Certificate in Teaching English to Speakers of Other Languages)
- 2014 Became a member of the – *Ordine dei Consulenti del Lavoro, Italy*
- 2009 *BIIAB National Certificate for Personal Licence (NCPLH)*
- 2006 AMSU Leadership & Management in Students' Unions Master Classes
- 2004 Gained membership to UK Chartered Institute of Personnel and Development

## Hobbies and Interests

Over the years I have taken part in various sports at competitive level including representing Scotland U18 basketball and participating in the London marathon twice. Over the years, I use my basketball knowledge and skills to coach several university-based teams. I currently enjoy playing basketball, football, medium distance running, swimming, reading classical novels, playing the guitar, writing music and I am a keen photographer. In recent years I have enjoyed travelling and learning from the diversity of other cultures.

**\*\*\*References available on request\*\*\***

