

Helen Katherine Shepherd

NATIONALITY: British

D.O.B. 12.06.1981

Experience

2011 – Present

EFL Teacher

British College (Gallarate, Italy)

- General English courses
- Exam preparation for Cambridge exams, YL, KET, PET, FCE, CAE.
- Course programmes and placement testing
- Business English classes in companies

5th July 2008 – 29/7/2011

Area Manager

EF (Go Ahead Tours)

- Overall responsibility for tours in UK and Ireland, Australia and New Zealand
- Budgets and projections for the aforementioned areas
- Contracting suppliers
- Credit control/ Accounts payable
- Implementing “Health and Safety” and quality controls (following ISO)
- Aspects of programme co-ordination and developing our operating systems
- Product development for UK and Ireland
- Event organization: i.e. conventions.
- Presentations for various target markets both internal and external customers

6th August 2007 – 4th July 2008

Trainee

EF (Go Ahead Tours)

- Support manager with invoicing, updates, bookings for activities

3rd October 2005 – June 2007

Accademia Britannica Latina

EFL teacher

- General English courses
- Exam preparation for Cambridge exams, YL, KET, PET, FCE, CAE.
- Course programmes and placement testing
- Responsible for the social programme

3rd July – 20th August 2006

EAC

EFL teacher

- General English summer school courses

30th September 2004 – 20th June 2005

Caledonian School, Prague, Czech Republic

EFL teacher

- General and Business English courses
- Placement testing
- Exam preparation for the Cambridge FCE exam

<u>Education</u>	<p>2004 The English language Centre, York CELTA A month long intensive course was undertaken at the aforementioned school. The course included six hours of teaching practise, input sessions and observations. Upon completion of the course, I was awarded a PASS.</p> <p>1999-2003 University of Lancaster, Lancaster BA Hons French and Italian studies (2:2) The degree scheme emphasised the study of languages in all four areas of communication, as well as translation courses and numerous courses dealing with aspects of the culture of the languages I have studied such as 20th Century Italian design and French theatre.</p> <p>2001- 2002 Università degli studi di Ferrara, Italy Socrates- Erasmus study scheme</p>
<u>Interests</u>	<p>In studying languages I have discovered that I have a strong interest in the field of communication, best expressed through my love of learning languages. In my free time I also enjoy pursuits which take me outdoors, such as running, Yoga, tennis and hill walking.</p>

Gallarate, 03.02.2014