

PERSONAL INFORMATION **ARIOLA KUSHI**JOB APPLIED FOR **English Language Teacher**

WORK EXPERIENCE

2022 – present **British College, Gallarate**
English Language Teacher

Taught English to different levels and different ages (primary and secondary schools)
Ic Dante Gallarate, IC Gerolamo Cardano Gallarate, individual lessons.

October 2012 – August 2019 **English Language Teacher & School Director**
Elbasan, Albania Prepared students in speaking and writing grammatically perfect.

Focused on enriching vocabulary.

Organized competitions and projects in English Language.

Monitored teachers' performance and lesson plans.

Managed and organized the work of the school.

Nikola Koperniku High School, Elbasan, Albania

January 2013-June 2019 **Private English Language Teacher**
Elbasan, Albania

Managed my own English Language Center.

Taught English to different levels (A-C1) and different ages (6-45 years old)

Prepared students for the Matura Exam, FCE, IELTS and CAMBRIDGE

January 2012- September 2012 **TOURIST AGENT - Elba Travel Agency**
Elbasan, Albania

Tourism promotion

Prepared package holidays within the country and abroad.

Organized leaded city tours.

July 2003- August 2015 **TRANSLATOR – Gjelberimi sh.p.k**
Elbasan, Albania

During this period I have worked as a part-time translator for “Gjelberimi sh.p.k” company.
The main duties were the translation of contracts as well as simultaneous translation especially with Dutch people.

I dealt with the translation of a lot of paper work for some professors and students of the Faculty of Economics, Elbasan.

Other minor translation of different fields have also been part of my career.

EDUCATION AND TRAINING

November 2009 – July 2010
Tirana, Albania

Master Degree – Tirana University
Master Degree in Teaching English as a Second Language for high school students

October 2006 – July 2009

Bachelor Degree in English Language – Aleksander Xhuvani University

September 2002 – July 2006

Foreign Languages High School, English Language

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1/2	C1/2	C1/2	C1/2	C1/2
Italian	B1/2	B1/2	B1/2	B1/2	B1/2
German	A1/2	A1/2	A1/2	A1/2	A1/2

Communication skills

Excellent written and verbal communication skills gained through my work and personal experiences with the English language.

Organisational / managerial skills

Being school director and having my own English language centre offered me the opportunity to strengthen my organisational and managerial skills. Some of the duties that I had to deal in these two institutions were;

- Establishing timetables and schedules
- Organising school-based projects
- Monitoring teachers' performance
- Compiling the student performance graphic for each subject
- Organising school trips.

Computer skills

Good command of Microsoft Office™ tools

Driving licence

- B

Extra curricular activities

- **Trainer of the new school curriculum, Irisoft Didactic Centre**
Oct. 2018, Elbasan, Albania
- **A different headteacher, European University of Tirana**
Apr 2017, Tirane, Albania
- **Cultural Exchange, Erasmus Mundus+ & German Red Cross**
Sep 2016, Sarande, Albania
- **Pre-University education in European Union, Bilingual high school
“Nicolaus Copernicus”**
Apr 2016, Warsaw, Poland
- **Teaching Skills, Grammar and Vocabulary through Games & Project based
Learning, Aleksander Xhuvani University & U.S Embassy**
May 2015, Elbasan, Albania
- **Class Management, ISSETI**
Feb 2015, Elbasan, Albania
- **Learning Technologies for the classroom, British Council**
Feb 2014 — Jul 2014, Tirane, Albania
- **Teaching and Learning English – “A challenge in the world work market”,
ELTA organisation**
Apr 2014, Tirane, Albania
- **Reflecting Lesson Planning & Effective Group Work— Aleksander Xhuvani
University & U.S Embassy**
Mar 2013, Elbasan, Albania

I authorize the use of my personal data in compliance with Legislative Decree 196/03 and subsequent changes. I declare that I'm aware of its inclusions included in DPR 445/2000 as far as it concerns mendacious declarations.

Gallarate, 17 novembre 2023

Ariola Kushi