

**EUROPEAN
CURRICULUM VITAE**

PERSONAL INFORMATION

Name

Valerie Lea Burns

WORK EXPERIENCE

• Dates (from – to)	2022 – 2023
• Name and address of employer	The British College of Varese e Provincia di Diana Paola
• Type of business or sector	Private Language School
• Occupation or position held	English language Educator
	Teaching CLIL lessons in Gallarate, at IC Dante, Primary School
• Dates (from – to)	2009 - present
• Name and address of employer	Corsi Di Lingue, Via Veratti 11, 21100 Varese
• Type of business or sector	Private Language School
• Occupation or position held	English language Educator
	Teaching general English and exam preparation to groups and individuals on site or in public schools and companies. This means: -Creating lesson plans that elicit student interest and are appropriate for the group or individual. -Grammar and vocabulary explanations and aids such as exercises, assignments and apps. -Conversation using situations and topics to practice studied language and improve fluency. -Listening techniques and practice to be done in class or at home. -Homework assignments are given and corrected or spoken about when they are listening. Information and links to available online learning tools are sent by email or What's app.
• Main activities and responsibilities	The ages range from 6-60 in general English, conversational lessons and exam practice as follows. Guess What 6/7, Starters and Movers 7/8 years and Movers 9/10. The children then go on to a children's book such as National Geographic or Explorer, and afterwards, finally start the KET coursebooks. The first year we use Cambridge's Compact or Complete editions and then the following year Trainer for test preparation. For KET groups with new students who haven't been with the school for years, the ages range from 11-16 and the second year at middle schools for after school public school courses. PET ages range from 13 – 17/18 and FCE group ages are generally 14-23. Most students want to get their certificate to apply for university while others need it to graduate university. CAE and IELTS ages range from 18 plus. I also work with English teachers from the public school system who are interested in improving their lessons.

• Dates (from – to)	Ottobre 2019 – June 30, 2022
• Name and address of employer	Liceo Linguistico Manzoni, 21100 Varese
• Type of business or sector	Public Language High School
• Occupation or position held	English language Teacher
• Main activities and responsibilities	I have worked with all years. - lesson plans and videos that elicit student interest.

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<ul style="list-style-type: none"> - Grammar and vocabulary explanations and aids such as exercises, assignments and apps. - Conversation using situations and topics researched to practice studied language and improve fluency. - Homework assignments and Information and links to available online learning . <p>After school FCE exam preparation courses. January to April 2021.</p>
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• Dates (from – to)
• Name and address of employer
• Type of business or sector
• Occupation or position held

April 2021 – June 2022
Comune di Gallarate
Public school CLIL project : elementary level for science and geography.
Native speaker collaboration for Science and Geography. Responsible for materials and conducting the 4 th and 5 th year classes.

• Dates (from – to)
• Name and address of employer
• Type of business or sector
• Occupation or position held

March 2022 – May 2022
Comune di Azzate and Bodio
Public School
English educator support for elementary school English classes. Responsible for materials and conducting the 1 st , 2 nd , 3 rd , 4 th and 5 th year classes.

• Dates (from – to)
• Name and address of employer
• Type of business or sector
• Occupation or position held

Novembre 2021 – January 30, 2022
Comune di Gallarate
Progetto Includi 591611 CUP E34F18000220006
Tutor – English educator role in a research project using a Virtual Reality application.

• Dates (from – to)
• Name and address of employer
• Type of business or sector
• Occupation or position held

2020 - present
Centro Lingua Busto Arsizio
Private Language School
Certified Cambridge speaking examiner for FCE, PET, and KET level.

• Dates (from – to)
• Name and address of employer
• Type of business or sector
• Occupation or position held

2012 – June 2021
Public schools with Corsi Di Lingue
Public schools: Elementary - Morandi, Enrico Fermi, Asilo Nido - Bedero and Macchi Zonda Varese. Middle school - Gavirate, Dante, Salesiano, Comerio, Mornago
Exam preparation for Starters, KET, PET and FCE, and conversational lessons.

• Dates (from – to)
• Name and address of employer
• Type of business or sector
• Occupation or position held

2008 – present
Freelance positions
Group and individual lessons held in my studio.
English Language Educator of general English and exam preparation.

SKILLS AND COMPETENCES <i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.</i>
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Drawing, painting, sewing, inquisitiveness, creative thinking when searching for suitable solutions and optimization of available working tools.
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MOTHER TONGUE

English

ITALIAN

Self evaluation <i>Common European Framework</i>

Comprehension		Speaking		Writing
Listening	Reading	Oral Interaction	Oral production	
C1	C1	C1	B2+	B2

EDUCATION AND TRAINING

• Dates (from – to)
• Name and type of organization providing education and training
• Principal subjects/occupational skills covered

20 November - December 2021, 4 training sessions for the Includi Project Research Project of Universita Cattolica and the European Union to confirm how virtual and augmented reality can effect students concentration and learning capacities. Presentation of Dale's Cone of Learning, research and students' special needs, and project objectives. Use of materials and equipment, group brainstorming on lesson preparation. This training will continue until the beginning of classroom teaching end January.
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• Dates (from – to)
• Name and type of organization providing education and training
• Principal subjects/occupational skills covered
• Title of qualification awarded

10/2020 Examiner training in Busto and online Cambridge site marking and procedures for B2 level. Examining centre: Centro Lingua Busto / Cambridge Cambridge examiner training levels B2 : review and familiarisation and use of Cambridge evaluation charts for both the assessor and interlocutore. Online practice on Cambridge site with evaluation of my performance sent to Centro Lingua. Certification as Cambridge examiner B2
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• Dates (from – to)
• Name and type of organization providing education and training
• Principal subjects/occupational skills covered
• Title of qualification awarded

10/2021 Examiner training in Busto and online Cambridge site marking and procedures for B1 level. Examining centre: Centro Lingua Busto / Cambridge Cambridge examiner training level B1: review and familiarisation and use of Cambridge evaluation charts for both the assessor and interlocutore. Online practice on Cambridge site with evaluation of my performance sent to Centro Lingua. Certification as Cambridge examiner B1
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• Dates (from – to)
• Name and type of organization providing education and training
• Principal subjects/occupational skills covered
• Title of qualification awarded
• Dates (from – to)

2/2022 Examiner training in Busto and online Cambridge site marking and procedures of A2 level. Examining centre: Centro Lingua Busto / Cambridge Cambridge examiner training level A2 : review and familiarisation and use of Cambridge evaluation charts for both the assessor and interlocutore. Online practice on Cambridge site with evaluation of my performance sent to Centro Lingua. Certification as Cambridge examiner A2 15 March 2017

• Name and type of organization providing education and training	Cambridge workshop, Milan
• Principal subjects/occupational skills covered	Teacher training for schools
• Title of qualification awarded	Certification of attendance

• Dates (from – to)	23 February 2016
• Name and type of organization providing education and training	Cambridge workshop Young learners, Turin
• Principal subjects/occupational skills covered	Teacher training for schools
• Title of qualification awarded	Certification of attendance

• Dates (from – to)	17 February 2016
• Name and type of organization providing education and training	International House Milan
• Principal subjects/occupational skills covered	IELTS workshop, Milan
• Title of qualification awarded	Certification of attendance

• Dates (from – to)	February - March 2011
• Name and type of organization providing education and training	Teacher Training Centre Milan
• Principal subjects/occupational skills covered	Teaching English as a second language
• Title of qualification awarded	CELTA certificate

• Dates (from – to)	October- December 2009
• Name and type of organization providing education and training	Fondazione San Benedetto Via Carcano Varese
• Principal subjects/occupational skills covered	Computer and internet skills
• Title of qualification awarded	Participation certificate

• Dates (from – to)	1979-1983
• Name and type of organization providing education and training	The New School NYC / Parson's
• Principal subjects/occupational skills covered	4-year degree. Design degree consisting of two-thirds study in the arts, with one-third in more general liberal arts studies.
• Title of qualification awarded	Bachelor of Fine Arts

OTHER SKILLS AND COMPETENCES <i>Competences not mentioned above.</i>	Good use of word, excel, Photoshop and Adobe Reader pro
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DRIVING LICENCE(S)	Italian car license
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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.

17 Novembre 2023

Valerie Burns