**Madeline Rose Robinson - Curriculum Vitae January 2019**

**Personal Details**

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**Education**

2018: Manchester Central School of English: **CELTA** (Pass B)

2013-17: The University of Edinburgh: **MA**: First Class Degree with Distinction in Spoken Italian, Master of Arts with Honours Italian and History of Art.

2011-2013: Kirkham Grammar School: **A-Level**: *French* (A); *English Literature* (A\*); *History* (A); **AS**: *Philosophy* (A).

2007-2011: Millfield School: **GCSE**: *Maths* (A); *English* (A/A); *Science* (A/A/A\*); *French* (A\*); *Italian* (A\*); *Geography* (A); *Product Design* (A\*); *Music* (A\*)

**Work experience** (All references available on request.)

January 2019 – present - **Associate Lecturer in Italian at *University of Central Lancashire*, UK**: I have recently been selected to contribute to the delivery of Italian language and cultural modules on a freelance basis. As part of the Italian department, my role will include teaching Italian classes, contributing to the planning of teaching programmes and developing teaching materials.

July 2017 - present – **Freelance Italian/English translator, UK:** My activities range from work for national museums and universities to international advertising firms and literary authors. Since graduation I have honed skills in translation (both in and out of Italian), editing, transcreation, and proofreading (both bilingual and English-only) as well as using translation ‘CAT’ software. I have an extensive understanding of both grammar and functions in my language pair, enabling me to justify my linguistic decisions to my clients. I am experienced both in delivering projects single-handedly and as part of a team, with particular renown for executing challenging translations with precision and a solid dedication to deadlines.

July 2017- present– **Manager of *Helen Robinson Properties* rented housing, Preston, UK:** Maintenance and general upkeep of two Georgian town-houses, maintaining the integrity of their historic character whilst sustaining a practical living environment for 18 tenants. Ability to manage various building and repair workers in an assertive yet respectful manner. Management of current tenants including the collection of rent, writing contracts and responding promptly to any problems, house-related or otherwise.

March 2018 - November 2018 – **Assistant Project Manager at *FWP Architects*, Preston, UK**: A largely administrative role requiring me to work with various professionals in the construction sector. My meticulous attention to detail along with an acute sense of responsibility and a positive working attitude reflected the ‘problem-solving’ ideals of the firm. Thanks to this experience, I am highly proficient in Microsoft Office, quality-assured minuting, and social media.

October 2015-May 2016 – ***British Council* English language assistant, Campania, Italy**: Living and working in Italy was a formative part of my university career. Here I was exposed to challenges the teaching profession presents and developed a sense of the clear value of mother-tongue language teaching to students' development. My responsibilities included: Planning and leading lessons in English to classes of up to 20 teenagers on both linguistic and cultural topics; Preparing homework exercises tailored to specialised classes (agricultural, electrical, IT, etc.); Assistance during in-class language assessments and free individual language support for struggling students out of school hours; Enhancing understanding of British culture in transforming personal experiences into teaching material.

**Volunteering experience**

May 2018 – present: **Volunteer transcriber for *TED Open Translation Project*, online**: In my free time I complete voluntary transcriptions for TED talk videos using the ‘Amara’ subtitling platform. In the future I hope to have the chance to carry out some subtitle-translation projects in this role.

June 2018 **– Volunteer Italian teaching assistant at *University of Central Lancashire*, UK:**

I worked alongside the head of the UCLan Italian department to support beginners’ Italian learners on a ‘Holiday Languages’ course. The main features of my role included helping with pronunciation in conversational Italian, explaining grammar points from an anglophone perspective, and teaching Italian gestures. My experience working as a British Council assistant made me a confident addition to the class-room and I thrived on the progress of our students.

July 2015 – **Volunteer at *Edinburgh Jazz and Blues Festival*, Edinburgh, UK**: Selling tickets and merchandise; organising musician line-ups; crowd management and ushering.

July 2013, July 2014 – **WWOOF Volunteer at *La Ferme du Blanc B&B*, Valence, France**: Making and taking calls and bookings in French; Front of house; Food and drinks preparation; Tending to livestock and crops; Serving, preparing and clearing meals; Cleaning rooms, making beds, providing room service; Entertainment for guests.

2012 - **Volunteer at *Oxfam Bookshop*, Preston, UK**: Manning the till; shelving and stocking; visual merchandising; general maintenance and cleaning.

**Extracurricular activity**

2014-17 - **Student representative for Italian**: Whilst at university I was a consistent participant in the student body of the Italian department, negotiating with professors on behalf of my peers to achieve the best possible educational experience available for my classes.

2016-17 **- Student ambassador for Italian**: At university I was part of a team of language ambassadors visiting Edinburgh secondary schools with the view to encourage studying Italian at university level. Together we presented to classes of up to 30, taking questions from both students and teachers.

**Other interests**.

I love reading: I’m a member of a monthly book club and also tweet about interesting books I read. I like to cook at the weekend, searching for new recipes from cuisines I haven’t yet tried and sharing the results (be they good or bad!) with family and friends. However, my biggest passion is languages: when I was little, I was fascinated with communication and continue to nurture this natural curiosity today, exposing myself to different languages regularly through foreign film and television.