

# DEAN RYAN

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I have 20 years' experience in people-centric roles and have worked in Ireland, the UK, Italy and Turkey. I am a native English speaker fluent in Italian after spending 12 years living and working there. I am currently resident in Ireland.

## PERSONAL INFORMATION

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Born: **May 10th, 1973** Waterford (Ireland)  
Citizenship: **Irish**  
Marital status: **Married, 1 child**

## WORK HISTORY

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10. 2008 – PRESENT

### **FREELANCE CONSULTANT – DEANJRYAN.COM** **Business Support Consultant – ITALY**

- Provider of linguistic support material for Italian and Turkish companies working internationally
- Translation of marketing & customer support material from Italian/Turkish to English
- Editing and Proofreading of research papers for clients such as the University of Catania's Dept. of Electrical Engineering
- Project support and research primarily with Italy/Turkey based agencies & companies organizing events abroad

10. 2006 – PRESENT

### **PROOFREADER – ROLLING CONTRACT** **Dept. of Electrical, Electronic and Computer Engineering –** **University of Catania – CATANIA, ITALY**

- Proofreading and editing of University papers/texts/book chapters to be published in related International publications.

05. 2013 – 01. 2016

### **MEDUSA PLUS, EVENT MANAGEMENT** **International Operations Manager – ISTANBUL, TURKEY**

- Supervision of events outside Turkey for clients such as Turkish Airlines, Beko, Shell and Ülker
- Project manager and reference point for all parties involved in the organisation of international projects from staffing agencies to expo stand builders
- Preparation and presentation of budgets and creative briefs for clients based in Turkey but also internationally

- Monitoring of all event related material to be published such as dedicated websites, marketing material, etc.
- Preparation of post-event reports and feedback

06.2010 – 02.2013

### **ST MICROELECTRONICS**

**Technical Documentation Editor – CATANIA, ITALY**

- Responsible for the editing/proofreading of all company documentation such as User Manuals and Application Notes
- I was required to collaborate across different departments on simultaneous projects
- Use of Adobe Framemaker and other editing platforms such as LaTeX
- I was responsible for the final edit copy of all printed material prior to publication

08.2007 – 03.2011

### **CLMA – UNIVERSITY OF CATANIA**

**English Teacher – CATANIA, ITALY**

- I prepared English language lessons for students of varying levels of ability, from Beginners to Advanced
- I created materials and lesson plans for intensive English courses
- I prepared students for exams such as TOEFL, IELTS, and all Cambridge exam levels

01.2008 – 09.2009

### **SAN GIUSEPPE HIGH SCHOOL**

**English Teacher – CATANIA, ITALY**

- Preparation and delivery of the curriculum for High School students from 1st right up to 6th year
- Preparation of end of term reports and parent/teacher feedback sessions
- Exam preparation for internal Italian State exams and also external exams such as Trinity English language exam

Between **2001** and **2007** I was based in Catania, Sicily and worked in various Language Institutes on an ongoing basis. These included The Royal English College, Ardizzone Gioeni Institute for the Blind, and The Method. I have also worked on European Union PON courses for various Italian State Schools and University faculties in Catania.

05.1999 – 09.2001

### **AMERICA ONLINE**

**Scheduling Analyst – WATERFORD, IRELAND**

- Responsible for the scheduling of a 500+ person call center
- I started as a Customer Support Rep but I was promoted to this role after some months
- Ability to work independently and meet deadlines

## **EDUCATION**

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09.1986 – 06.1992

### **DE LA SALLE COLLEGE**

05.2003 – 09.2007

**ATHABASCA UNIVERSITY CANADA**

## SKILLS & QUALIFICATIONS

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TEFL Certificate – 2007

ECDL Certification course.

Working knowledge of the following programs:

Microsoft Office – Photoshop – Adobe Framemaker – LaTeX – SmartCAT

I have completed several courses online with various institutions:

*Task Based Language Teaching with Digital Tools* (Canvas.net)

*Writing for the Web* (Open University of Australia)

*Introduction to Marketing* (Alison Certified Course)

*Marketing Success for Your Business* (Alison Certified Course)

I aim to take the CELI Italian language exam (University of Perugia) level 5 this year.

## OTHER

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I have a full clean (UK) driving license - B1E, C1E, D1E

## REFERENCES

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**Sean Donohoo** – Documentation Manager, **ST Microelectronics**, Catania, ITALY  
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