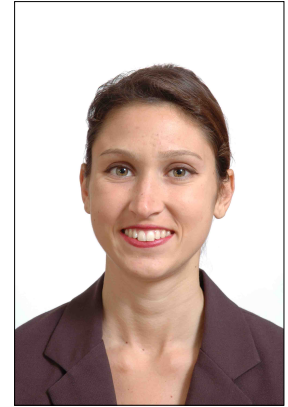


Curriculum vitae



Personal Information

FIRST NAME / SURNAME Sara Palombo
ADDRESS Via Aldo Moro 174, 66020 Sambuceto CH
TEL +39 3209205980
EMAIL sara01.palombo@gmail.com
SKYPE charachan.palo90
WECHAT sara90amira
NATIONALITY Italian
DATE OF BIRTH 14.01.1990
GENDER Female

Work Experience

DATES January 2019 - July 2019
COMPANY NAME British School of Pescara
POSITION EFL teacher
RESPONSIBILITIES I was in charge of few adult and young learners English classes. After the global pandemic we switched to an online platform.

DATES November 2018 - November 2019
COMPANY NAME EF Xian
POSITION ESL teacher
RESPONSIBILITIES In EF I was in charge of several young learner and teen classes. During office time I was responsible for the recruitment of new students and the courses promotion through demonstrations, referrals and retention strategies.

DATES January 2018 - November 2018
COMPANY NAME Chemo Japan
POSITION EFL teacher
RESPONSIBILITIES To teach young learners individually and in small groups in a home-based environment through games, handcrafts and music.

DATES July 2016 - November 2018
COMPANY NAME Hellosensei
POSITION Freelance EFL teacher, Italian teacher

Curriculum vitae

RESPONSIBILITIES Hellosensei is a Japanese website for freelance teaching. While in Japan I taught adults and young learners privately, with self-made learning material and activities.

DATES July 2016 - Mar 2017

COMPANY NAME A Domani Spa

POSITION Italian language teacher and secretary

RESPONSIBILITIES A Domani is a Japanese company which offers counseling and visa services for people who wish to study abroad in Italy and Malta. In the office, I was responsible for document translations, overseas phone calls and writing the company blog. In the classroom, I was a one-to-one language teacher to the company's clients.

DATES June 2014 - June 2016

COMPANY NAME Emirates Airline

POSITION Inflight Cabin Crew

RESPONSIBILITIES In Emirates I had one of the most intense and fulfilling work experiences in my life. While ensuring the security and the best customer service of each intercontinental flight, I had the pleasure to work together with a vibrant international team, and to travel to many global destinations, where I could see with my eyes the differences in the modern society.

DATES February 2013 - January 2014

COMPANY NAME Centro Servizi Interculturali

POSITION Part-time Japanese teacher

RESPONSIBILITIES In this language center I taught basic Japanese to a class of Italian teenagers.
<https://www.centroserviziinterculturali.it>

Education and Training

DATES September 2016 - September 2018

QUALIFICATION AWARDED MA in Global Environmental Studies

PRINCIPAL STUDIES Climatology, Environmental Policy, Environmental History and Technologies

INSTITUTION Sophia University Tokyo

DATES August 2018

QUALIFICATION AWARDED Cambridge CELTA (intensive course)

INSTITUTION NSTS Malta for Cambridge Assessment

Curriculum vitae

DATES June 2013 - January 2014
QUALIFICATION AWARDED 90 BA credits in Japanese Studies
PRINCIPAL STUDIES Japanese language, philology, literature and history
INSTITUTION University of Milan

DATES September 2009 - Mar 2013
QUALIFICATION AWARDED BA in Foreign Language Studies
PRINCIPAL STUDIES Language education, English and Chinese curricula
INSTITUTION University G. D'Annunzio Pescara

Skills and Competences

LANGUAGE SPOKEN Italian C2, English C2, Japanese C1, Chinese B1
SOCIAL SKILLS AND COMPETENCES I enjoy working in a good environment where mutual support and growth are promoted. Communication and team work are my strong points. I am an emphatic listener and I always benefit from a sincere feedback.

LANGUAGE AND TEACHING CERTIFICATES CELTA (2018)
TKT Young Learners and Module3 (2019)
HSK 3 (2019)
IELTS 7.5 (2016)
JLPT 3 (2011)

ORGANIZATIONAL SKILLS AND COMPETENCES I meet deadlines most of the time even if, sometimes, I have to sacrifice the quality of my work. I am careful and confident in the process of decision making, even in high stressful and demanding situations.

COMPUTER SKILLS AND COMPETENCES I comfortably use MS Office and Google Apps. For online lessons, I use Zoom, Google Meet, Skype and CISCO Webex. I had experience using the Tencent Platform for EF Xian.