

CURRICULUM  
VITAE  
EUROPEAN  
FORMAT



PERSONAL  
INFORMATION

Name  
Address  
Telephone  
Fax  
E-mail  
  
Nationality  
Place and Date of Birth



PEREGO, IVANA RITA

WORK EXPERIENCE

- Date (from-to)
- Name and address of employer
- Type of business or sector
- Position held
- Main duties and responsibilities

**January 2010 to date**

Piazza Aspromonte 35  
20131 Milan  
Tel + 39 02 20521559 Fax +39 02 87387722  
Owner new headquarters

**Language Point di Ivana Rita Perego & C. s.a.s**

**October 2003 – December 2009**

Via Sardegna, n. 5  
20090 Fizzonasco di Pieve Emanuele (MI)  
Tel + 39 02 90409006 Fax + 39 02 90421496  
ivana.perego@languagepoint.eu

**Language Point di Ivana Rita Perego & C. s.a.s.**

*Company owner*

*Technical skills: broad knowledge in terms of didactical, regulatory, legal, administrative, accounting and safety aspects of the workplace, good interpersonal skills at all levels (internal/external clients), broad knowledge of the different phases of training courses.*

*General skills: organizational autonomy, good problem-solving skills, good managerial skills for specific objectives or processes, charismatic leadership, good listening skills, flexibility, tendency to command, spirit of initiative, client-directed, result-directed, interpersonal sensitivity*

Courses attended at the Scuola Superiore CTSP of Milan, Viale Murillo 17

- Safety Management: 2006-2009
- Fire Prevention: 2006-2009
- First-Aid: 2006-2009

I have received certificates for health and safety in the workplace.

**January 1993 – July 2005**

*Teacher of English in state-run secondary school*

- Istituto Magistrale Statale C. Tenca MI (Principal prof. A. Pau)  
Bastioni di Porta Volta 16, 20121 Milan

**Department of Education, University and Research**

*Name and address of employer*

**May 1976 – May 1992**

- Collaboration with the management of "Studio Professionisti Riuniti" - Milan
- Organization of conferences, conventions, seminars in Italy and overseas

Name and address of employer

**Studio Professionisti Riuniti**  
Via Carlo Pisacane, 27 Milan

**October 1975 – April 1982**

- Freelance translator for the Trade Fair Organization of Milan

**October 1970 – July 1975**

*Hostess for different companies on stands at the Milan Trade Fair*

**EDUCATION AND TRAINING**

• Date (from – to)	<b>September 2010</b>
Name and type of educational or training institute	Level 1 course for administrators of the CILS exam (Certificate in Italian as a foreign language) Università per stranieri di Siena - Piazza C. Rosselli 27/28 Siena
Qualification	<i>Administrator Cils Exams</i>
	<b>January-March 2006</b>
	<b>January- March 2009</b>
	<b>April 2014</b>
	➤ Course in Safety Management
	➤ Fire Prevention Course
	➤ First-Aid Course
	I have received certificates on health and safety in the workplace.
• Name and type of educational or training institute	<i>Scuola Superiore CTSP di Milano, Viale Murillo 17</i>
• Main subjects / professional skills studied	Fire Prevention Training First-Aid Training Training in Safety in the Workplace
• Qualification	<i>Head of Protection and Prevention Service</i>
Date (from – to)	<b>November 1979 - June 1984</b>
• Name and type of educational or training institute	Università Cattolica del Sacro Cuore di Milano
• Main subjects / professional skills studied	Faculty of Philosophy and Arts – Department of Modern Languages and Foreign Literature
• Qualification	<b>Degree in Modern Languages and Foreign Literature</b> (5 year specialization) (specialization in the English and German languages) First class honours degree (110/100 e lode)
Date (from – to)	<b>September 1981- September 1982</b>
• Name and type of educational or training institute	Università Cattolica del Sacro Cuore di Milano
• Main subjects / professional skills studied	Faculty of Philosophy and Arts – Department of Modern Languages and Foreign Literature
• Qualification	Training in Translation (specialization in the English language) Reviewer of documents

- Date (from – to)
- Name and type of educational or training institute
- Main subjects / professional skills studied
- Qualification

**September 1970- July 1975**

Civico Liceo Linguistico "A. Manzoni" di Milano  
 School located on Via Manin  
 Humanist Studies

Senior high school diploma in humanist studies and modern languages  
 Languages: English, German and Latin  
 Final exam grade 58/60mi

- Date (from – to)
- Name and type of educational or training institute
- Main subjects/ professional skills studied
- Qualification

**Settembre 1962- Giugno 1970**

Istituto delle Suore del "Preziosissimo Sangue di Gesù" di Milano

Primary and Junior High School

Elementary and Media Certificate

**PERSONAL SKILLS AND ABILITIES**

*Acquired in one's life but not necessarily recognized by a certificate or official diploma.*

**FIRST LANGUAGE**

**ENGLISH (DEGREE) FOUR YEAR COURSE**

**OTHER LANGUAGES**

**GERMAN** *FOUR YEAR COURSE*

**SPANISH** *TWO YEAR COURSE*

**RUSSIAN** *ONE YEAR COURSE*

- Reading skills
- Writing skills
- Oral expression

**English**

Very good

Very good

Very good

- Reading skills
- Writing skills
- Oral expression

**German**

Very good

Very good

Very good

- Reading skills
- Writing skills
- Oral expression

**Spanish**

Very good

Good

Good

- Reading skills
- Writing skills
- Oral expression

**French**

Satisfactory

Satisfactory

Satisfactory

**INTERPERSONAL SKILLS AND ABILITIES**

*Living and working with other people, in a multicultural environment, holding a position where communication is important, and in situations where it is essential to work as part of a team (e.g. culture and sport), etc.*

- Excellent communication and leadership skills. Constantly working in a multicultural context has developed the tendency to be continually attentive towards others and to be an active listener. Working in different development teams has made my attitude towards work flexible and never rigid. My necessity for variety and to have many different projects all going on at the same time has made me a person open to new challenges, with new professional possibilities.
- Accustomed to living and working with people of different nationalities, acquired through work and study experience both overseas and in Italy.
- Social conscience and ability to work in a group acquired down through the years on the basis of different personal and professional experiences.

**ORGANIZATIONAL SKILLS AND ABILITIES**

*E.g. co-ordinating and managing people, projects, budgets; in the workplace, in voluntary activities (e.g. culture and sport), in the home, etc.*

- Experience in the planning, management and co-ordination of plans and cultural and European events.
- Experience in the administration of financial budgets, in working with a team and in human resource management. Capable of acting autonomously and responsibly, acquired through the management of European projects and cultural events.
- Excellent organizational and administrative skills. Always open to learning something new, and accurate in assigned tasks.

**TECHNICAL SKILLS AND ABILITIES**

*with computer, specific equipment, machinery, etc.*

- Good knowledge of the main word processing applications (MS Office: Word, Excel, PowerPoint, Publisher, Outlook)
- Use of the internet – research on the internet
- Communication by electronic post

**ARTISTIC SKILLS AND ABILITIES**

*Music, writing, drawing, etc.*

Innate passion for drawing and painting, with a distinct leaning towards manual artistic skills in general.

**OTHER SKILLS AND ABILITIES**

*Skills not mentioned previously*

Regular attendance at the cinema, museums, art exhibitions and concerts. Frequent trips overseas to discover new schools, meeting principals and school directors. I am constantly checking the quality of study proposals abroad. I enjoy cooking and gardening

**LICENCE OR LICENCES**

Licence Type B since 1976.

**OTHER INFORMATION**

Married since 1981 and the mother of two children (1986 e 1988).

ATTACHED

**DECLARATION**

I declare that the information supplied on the above Curriculum Vitae is correct and true .  
I authorize the use of all personal data, including sensitive data, under the terms of the act of 31.12.96, n. 675 for the purposes of the above application.

Date: 25/11/2013

Signature:

A handwritten signature in black ink, appearing to read 'Domenico Perini', written over a horizontal line.