

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name CALLAGHAN STEPHEN  
Address  
Telephone  
Fax  
E-mail  
Nationality  
Date of birth

WORK EXPERIENCE

- Dates (from – to) January 2010 – Present
- Name and address of employer British school, via Monte Bianco, 39 – 00141 Rome
- Type of business or sector English language School
- Occupation or position held English teacher
- Main activities and responsibilities Individual and group lessons. Liceo Scientifico class lessons. Business English lessons. Cambridge exam preparation for Trinity, KET PET and First Certificate.
  
- Dates (from – to) January 2010 – Present
- Name and address of employer International Language School, via Tibullo, 16 - 00193 Rome
- Type of business or sector English language School
- Occupation or position held English teacher
- Main activities and responsibilities Individual lessons
  
- Dates (from – to) January 2007 – January 2010
- Name and address of employer AngloAmerican school, Via Modena, 5 - 00184 Rome
- Type of business or sector English language School
- Occupation or position held English teacher
- Main activities and responsibilities Individual and group lessons. Scuola Media class lessons. Business English lessons. Cambridge exam preparation for Trinity, KET PET and First Certificate
  
- Dates (from – to) January 2006- January 2007
- Name and address of employer BNP Paribas, 5 Georges Dock, IFSC, Dublin, Ireland
- Type of business or sector Bank
- Occupation or position held Finance department
- Main activities and responsibilities Analyze problems and find alternative solutions. Prepare Audit Certificates for European client companies. Work as part of a team, establish and maintain relations with those whom are connected throughout the course of work. Balance daily financial transactions and seek interest for late payments. Input of data into the file storage system.

## EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

1998 - 2003

University College Dublin

Philosophy. Greek and Roman Civilisation.

Bachelor's degree in Philosophy, Greek and Roman Civilisation

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

1992 - 1998

Catholic University School

School curriculum

Certificate of graduation.

## PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.*

### MOTHER TONGUE

ENGLISH

### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ITALIAN

BASIC

BASIC

BASIC

- Reading skills
- Writing skills
- Verbal skills

GERMAN

BASIC

BASIC

BASIC

## SOCIAL SKILLS AND COMPETENCES

*Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.*

Being employed by a French bank in Dublin I had the chance to experience an international working environment. Having lived in America for a total of nine months I not only had the opportunity to work in a foreign country but also with a completely diverse community hailing from the four corners of the world. Having been living in Italy for the last 3 years I have had to adapt to a new and different culture, coping with a new language and all the barriers which it can involve.

## ORGANISATIONAL SKILLS AND COMPETENCES

*Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.*

Being an English teacher I must plan my lessons well in advance. I have to cater to the student's needs and wants while also remaining conscious of any extra resources to help the learning process. Whilst I worked for BNP Paribas I was in a serious professional environment in which I worked as part of an international team.

TECHNICAL SKILLS  
AND COMPETENCES

*With computers, specific kinds of  
equipment, machinery, etc.*

Microsoft office, word, excell, internet.

ARTISTIC SKILLS  
AND COMPETENCES  
*Music, writing, design, etc.*

I recieved top marks in my final school state exam art project.

DRIVING LICENCE(S)

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