

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **PENFIELD EMILY RACHAEL**

WORK EXPERIENCE

September 2001 to Present

Centro Lingue Estere , Arma dei Carabinieri via Carlo Alberto dalla Chiesa

Foreign Language Center

Teacher of English, Linguistic Expert / Examiner / Translator

Successfully taught numerous intensive English courses of various levels in classrooms, as well as one-to-one lessons for high-ranking officers.

Successfully taught courses for CLE in various other locations including:

Tutela dell'Ambiente, RACIS, Comando Generale dell'Arma dei Carabinieri, Comando delle Scuole dell'Arma, Presidenza della Repubblica, Ufficio Centrale per la Sicurezza Personale.

Created course curriculum and developed material for the classroom using real and current information relevant to needs of students.

Wrote and developed tests used in courses as Progress Tests and Final Tests.

Examined candidates for JFLT certification (since 2001 to Present)

Wrote and developed material for WRITING AND SPEAKING for administration of JFLT.

Member of working group for the development and creation of the JFLT, 2003 – 2004

Translated documents for various sections of the Arma dei Carabinieri: including NATO classified documents, instructions manuals, articles, CVs, etc.

January 2006 – Present

Self-Employed

Translating, Interpreting, Linguistic Expertise, Teaching

Translator, Interpreter, Teacher and Linguistic Expert

Professional activities conducted in both the Private and Public Sector of translating documents, Teaching and Training ESL/EFL students, Juridical Interpreting, Linguistic Expert for Public Concourses.

Clients include:

ROS, Roma (interpreta giuridica)

Polifarma, Roma (teacher)

Senato della Repubblica Italiana (translator)

Biblioteca del Senato della Repubblica (teacher)

Magistratura di Roma (translator)

Magistratura di Reggio Calabria (interprete giuridica, Traduttrice)

Biblioteca Nazionale della Repubblica Italiana, (translator)

Roma Ministero dello Sviluppo Economico, Roma (esperto linguistico)
Various private individuals in Legal, Medical and Corporate sectors (teaching and translating)

June 2006 – July 2009

UNILANGUE

Language School, via nazionale Roma
Teacher of English, Translator
Developed and taught EFL courses in groups and in one-to-one lessons.
Translated documents in coordination with other translators of foreign languages for the Public Sector. Individual legal and medical translations.
Courses of English at various levels in Public Institutions including:
Scuola di Perfezionamento della forze di Polizia, Roma
Scuola Interforza di Intelligenza, Ponte Galleria
Ministero di Affari Esteri, Roma
Ministero dell'Interno, Roma

September 1997 – September 2001

Eurolingue

Language School, via chiana, Roma
Teacher of English
Taught English on various levels in diverse situations in both the private and public sector.
Institutions including:
LUISS, Roma
Scuola di Perfezionamento Interforze della Polizia
Scuola di Perfezionamento del Ministero del Interno
Direzione Interforza Anti-Droga, Roma
BancoAntonveneto, Centro Sede, viale Kant , Roma
Ministero dello Sviluppo Economico, Roma

February 1989 – April 1997

Indian Hill Audio Video, Claremont, California, USA

Recording studio
Manager and Customer Relations Director for a video production company mainly producing training and education videos, music recordings and voice-over recordings.
Maintained and developed client list. Wrote and coordinated instructional scripts for videos together with clients. Managed staff and maintained deadlines while keeping within established budget.

EDUCATION AND TRAINING

September 5, 2014 - Present

The New School of Social Research

Currently participating in an on-line University Master's program for EFL/ESL. Curriculum development.

May 1 – May 15 2005

Defense Language Institute at the George Marshall School, Garmisch-Patenkirchen, Germany

Tester Certification Workshop
Intensive training course for NATO language testing.
All aspects of NATO STANAG testing of English, Listening, Reading Writing and Speaking were facilitated. Creation, development, writing and administering language tests. Practice and development of testing skills in a NATO environment.
Evaluation and application of STANAG levels.

1998 -Present

Tester Certification of English for NATO

EFL Teacher Conferences and Workshops

The British Institute, Rome

Frequent attendance of continuing education events EFL teachers.
Presentations and sharing of techniques, materials, resources and professional training

**PERSONAL SKILLS
AND COMPETENCES**

MOTHER TONGUE

ENGLISH

OTHER LANGUAGES

ITALIAN
SPANISH C1
FRENCH B1

**ORGANISATIONAL SKILLS
AND COMPETENCES**

Administration of varied activities and management of working under pressure, in both the workplace and at home, to achieve deadlines, often balancing more than one project at a time..
Approaching each and every project with passion and professionalism.
Gaining expertise while viewing each new project as a learning experience, thereby maintaining a positive, pro-active approach.
maintaining a nurturing environment at home while managing an often busy and demanding schedule.

**TECHNICAL SKILLS
AND COMPETENCES**

competent computer skills with programs including Word,
Use of court Stenography machine (studied Court Reporting)

ADDITIONAL INFORMATION

References : Dott. Claudio Lodici, Senato della Repubblica
Ing. Luigi Cannelli, Enel Energia, S.p.a.

Letters of reference upon request