

## Europass Curriculum Vitae



### Personal Information

First name / Surname

**Mr Gianfranco Doti**

Address

Telephone(s)

E-mail

E-mail1: [dotig@inwind.it](mailto:dotig@inwind.it)

E-mail 2:

Nationality

**Australian / Italian**

Date of birth

13 August 1971

Gender

Male

Desired employment /  
Occupational field

**In- company Language Trainer / Military English Courses**

Work experience

**ENGLISH TRAINER & CONSULTANT in companies including:**

- **CONSOB (English Language Expert Consultant)**
- **Total E&P Italia**
- **Ente Nazionale Aviazione Civile (ENAC)**
- **UNICREDIT Financing**
- **AXA-MPS Banking & Insurance**
- **Gruppo Espresso (La Repubblica Newspaper)**
- **Travelport Italia**
- **Renault Italia**
- **Mercedes Benz Italia**
- **Telecom Italia**

**ENGLISH COURSES / TESTING FOR THE ITALIAN MILITARY  
including:**

- **Scuola Lingue Estere SLE – Aeronautica Militare Ciampino (RM)**
- **Scuola Lingue Estere SLE – Aeronautica Militare Loreto (AN)**
- **Scuola Ufficiali Carabinieri Aurelia/Scuola Perfezionamento (RM)**

Dates	<b>SEPTEMBER 2017 – PRESENT</b>
Occupation or position held	<b>ENGLISH TEACHER/FACILITATOR (General &amp; Military English Courses)</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• General and Military English Tuition Classes</li> <li>• Corsi 197,198,199,200 Applicativo, Biennale and Formativo Classes</li> <li>• Business, General and Military English Conversation Classes</li> <li>• Student Preparation for JFLT (Joint Forces Language Test)</li> </ul>
Name and address of employer	<b>SCUOLA UFFICIALI CARABINIERI AURELIA (ROME)</b>
Type of business or sector	Education/Language Training

Dates	<b>JANUARY 2015 - PRESENT</b>
Occupation or position held	<b>Freelance In-company Trainer (Gruppo Espresso)</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Business English Training and Consultancy (international business, communication approaches and management areas)</li> <li>• Student Testing, Evaluations and Progress Reports</li> <li>• Tutorials based on Marketing and Corporate Culture</li> </ul>
Name and address of employer	<b>TRAISSER INTERNATIONAL Rome</b>
Type of business or sector	Education / Language Training

Dates	<b>SEPTEMBER 2008 – MARCH 2018 :</b>
Occupation or position held	<b>Freelance In-company Trainer</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Business communications consultancy</li> <li>• Business English communications courses</li> <li>• Student Testing, Evaluations and Progress Reports</li> <li>• Student Topic-Based Workshops</li> </ul>
Name and address of employer	<b>THE LANGUAGE STAGE, Piazza del Popolo,187 ROME</b>
Type of business or sector	Education / Language Training
Dates	<b>JUNE 2007 – JULY 2008</b>
Occupation or position held	<b>SENIOR DIDACTIC COORDINATOR/JFLT TESTER</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Joint Forces Language Test (JFLT) Tester (NATO - STANAG 6001 )</li> <li>• English Military Course Coordination (Course syllabus development, preparation and testing)</li> <li>• Teacher Training, Observation and Evaluation</li> </ul>
Name and Address of Employer	<b>SCUOLA LINGUE ESTERE AERONAUTICA MILITARE, Loreto (AN)</b>
Type of business or sector	Education/Language training
Dates	<b>JANUARY 2001 – DECEMBER 2005</b>
Occupation or position held	<b>ENGLISH TEACHER/FACILITATOR (General &amp; Military English Courses)</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• English Tuition Classes (Elementary Level to Advanced Level Courses)</li> <li>• Business and Military English workshops/conversation classes</li> <li>• Student Evaluations and Progress Reports</li> <li>• Student Preparation for JFLT (Joint Forces Language Test)</li> </ul>
Name and address of employer	<b>SCUOLA LINGUE ESTERE AERONAUTICA MILITARE Ciampino (RM)</b>
Type of business or sector	Education/ Language Training.

❖ **TERTIARY EDUCATION**

Dates	September 1997- June 2000
Title of qualification awarded	<b>Master of Business</b>
Principal subjects/occupational skills covered	Manufacturing Management /Marketing
Name and type of organisation providing education and training	Victoria University of Technology, Melbourne (Australia).
Dates	February 1991 – May 1995
Title of qualification awarded	<b>Bachelor of Business</b>
Principal subjects/occupational skills covered	Operations / Marketing Management
Name and type of organisation providing education and training	Victoria University of Technology , Melbourne (Australia)

## ❖ FURTHER EDUCATION

Dates	November 2009
Title of qualification awarded	Effective Communication Strategies Workshop
Principal subjects/occupational skills covered	Communication strategies and techniques
Name and type of organisation providing education and training	Business Language Services, Rome.
Dates	December 2003
Title of qualification awarded	Certificate in Quality Systems (UNI EN ISO 9000:2000)
Principal subjects/occupational skills covered	Quality systems, Quality control and Assurance
Name and type of organisation providing education and training	Ente Nazionale Italiano di Unificazione, Rome, Italy.
Dates	July 1999 – April 2000
Title of qualification awarded	Certificate II in Food Processing
Principal subjects/occupational skills covered	Food Technology
Name and type of organisation providing education and training	Chisholm Institute of Training and Further Education (Deakin University, Melbourne, Australia).

### Personal skills and competences

Mother tongue **English (EXPERT USER)**

Other language **Italian**

Self-assessment  
*European level (\*)*

**Italian**

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
C2	C2	C2	C2	C1	

(\*) [Common European Framework of Reference for Languages](#)

Organisational skills and competences

My experience working in areas of management in Australia as well as the academic and training sectors in Italy has led to an advancement in decision-making capabilities, competent communication skills and an ability to facilitate collaborative support in teams. Further, an emphasis on leadership (in a tutorial environment) has been developed.

Technical skills and competences

➤ **Training /Communication Skills:**

Develop training/teaching curriculum programs for working groups to achieve organisational policies and objectives in a military and business environment (STANAG 6001 testing for Military English Courses)

Facilitate and/or teach (the facilitator method) students, team members and management alike in workshop sessions, elicit and encourage interpersonal communication.

Computer skills and competences

Microsoft Office literate, experienced in working in the Windows environment.  
Microsoft QuickBooks (Small Business Accounting software)

Other skills and competences

➤ **Quality Management :**

Conversant with AS/NZS ISO 9002 standard and EN ISO 9000:2000

Facilitate continuous improvement programs

Establish and maintain documented procedures for planning and implementation

➤ **HACCP AUSTRALIA – Quality Assurance System :**

Hazard analysis

Risk Assessment

Food Safety Planning

**Driving licences**

**Car (B) and Motorbike (A)**

**Additional information:**

**1993 Ericsson Australia Prize**

Victoria University of Technology Award – **Best Student Award (Marketing Management).**

Enjoy all sports particularly football and tennis.

Love listening to music as well as playing the drums.



**Gianfranco DOTI**