

Europass Curriculum Vitae



Personal information

First name / Surname **Mr Gianfranco Doti**

Address **Via Monte del Marmo, 286
00166 Rome, Italy**

Telephone(s) Mobile 1: **+39 338-4292055** Mobile 2: **+39 339-8913687**

E-mail E-mail1: 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 / Education Industry**

Work experience

ENGLISH LANGUAGE TRAINER in Italian companies including: TELECOM ITALIA , TOTAL E&P ITALIA, Ente Nazionale Aviazione Civile – ENAC, UNICREDIT FINANCING, AXA-MPS, Gruppo Espresso, Travelport Italia, RENAULT ITALIA, LUKOIL

Dates **JANUARY 2015 – PRESENT (P/T)**

Occupation or position held **FREELANCE IN-COMPANY TRAINER**

Main activities and responsibilities

- Business English Training and Consultancy (international business, communication approaches and management areas)
- Tutorials based on Marketing and Corporate Culture Issues
- Student Testing, Evaluations and Progress Reports

Name and address of employer **TRAISSER INTERNATIONAL, ROME (La Repubblica Newspaper)**

Type of business or sector **Education/Language Training**

Dates	APRIL 2008 – PRESENT :
Occupation or position held Main activities and responsibilities	English Language Trainer (AXA-MPS, Renault Italia, Travelport Italia, TOTAL E&P) <ul style="list-style-type: none"> • Business communications consultancy • Business English communications courses • Student Testing, Evaluations and Progress Reports
Name and address of employer	THE LANGUAGE STAGE, Piazza del Popolo, 187 ROME
Type of business or sector	Education/ Language training.
Education and training	❖ <u>TERTIARY EDUCATION</u>
Dates	September 1997- June 2000
Title of qualification awarded	Master of Business
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	<i>Bachelor of Business</i>
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**

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	<ul style="list-style-type: none"> ➤ Training /Communication Skills : <p>Develop training/teaching curriculum programs for working groups to achieve organisational policies and objectives in a military and business environment (STANAG testing)</p> <p>Facilitate and/or teach (the facilitator method) students, team members and management alike in workshop sessions, elicit and encourage interpersonal communication.</p>
Computer skills and competences	<p>Microsoft Office literate, experienced in working in the Windows environment.</p> <p>Microsoft QuickBooks (Small Business Accounting software)</p>
Other skills and competences	<ul style="list-style-type: none"> ➤ Quality Management : <p>Conversant with AS/NZS ISO 9002 standard and EN ISO 9000:2000</p> <p>Facilitate continuous improvement programs</p> <p>Establish and maintain documented procedures for planning and implementation</p> <ul style="list-style-type: none"> ➤ HACCP AUSTRALIA – Quality Assurance System : <p>Hazard analysis</p> <p>Risk Assessment</p> <p>Food Safety Planning</p>
Driving licences	Car (B) and Motorbike (A)
Additional information	<p>1993 Ericsson Australia Prize</p> <p>Victoria University of Technology Award – Best Student Award (Marketing Management).</p> <p>Enjoy all sports particularly football and tennis. Love listening to music as well as playing the drums.</p>
References	<ul style="list-style-type: none"> ➤ Mr Paul Joseph Maddock Didactic Coordinator Italian Air Force Foreign Languages' School, Loreto (Ancona) Phone: +39 071 7506 92054 ➤ Ms Anna Ricigliano Director of Studies Oxford Group Roma Phone: +39 06 844 82 747 ➤ Mr Renato Chilelli Company Director Da Lorenzo Pasta Australia Pty Ltd Phone: +61 03 9354 7035