

Europass Curriculum Vitae



Personal Information

First name / Surname

Mr Gianfranco Doti

Address

Telephone(s)

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 / 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	SEPTEMBER 2017 – PRESENT
Occupation or position held	ENGLISH TEACHER/FACILITATOR (General & Military English Courses)
Main activities and responsibilities	<ul style="list-style-type: none"> • General and Military English Tuition Classes • Corsi 197,198,199,200 Applicativo, Biennale and Formativo Classes • Business, General and Military English Conversation Classes • Student Preparation for JFLT (Joint Forces Language Test)
Name and address of employer	SCUOLA UFFICIALI CARABINIERI AURELIA (ROME)
Type of business or sector	Education/Language Training
Dates	JANUARY 2015 - PRESENT
Occupation or position held	Freelance In-company Trainer (Gruppo Espresso)
Main activities and responsibilities	<ul style="list-style-type: none"> • Business English Training and Consultancy (international business, communication approaches and management areas) • Student Testing, Evaluations and Progress Reports • Tutorials based on Marketing and Corporate Culture
Name and address of employer	TRAISSER INTERNATIONAL Rome
Type of business or sector	Education / Language Training

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

❖ **TERTIARY EDUCATION**

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	Bachelor of Business
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	<p>➤ Training /Communication Skills:</p> <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Microsoft Office literate, experienced in working in the Windows environment. - Microsoft QuickBooks (Small Business Accounting software)
Other skills and competences	<p>➤ Quality Management :</p> <ul style="list-style-type: none"> - 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 <p>➤ HACCP AUSTRALIA – Quality Assurance System :</p> <ul style="list-style-type: none"> - Hazard analysis - Risk Assessment - Food Safety Planning
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>

Gianfranco DOTI