

CURRICULUM VITAE

PERSONAL INFORMATION

Name	ELLARD MICHAEL
Address	Pro. Alessandria. ITALIA
E-mail	miellard@libero.it
Nationality	Irish
Date of birth	15/09/1960

CAREER EXPERIENCE

- From January 2003 to date
Freelance English Teacher
 - Group and individual lessons.
 - Lesson planning for students
 - Group lessons – Beginners to advanced plus conversation classes
 - Individual lessons for business men and women, and students
 - Exam preparation – PET, First Certificate, Advanced, IELTS, TOEFL etc.
 - Clients include
 - Eserciziazioni Inglese – Università del Piemonte Orientale, – Vercelli, Faculty of Languages, First, second year
 - English Foundation Course – Università del Piemonte Orientale – Faculty of Economics
 - Corso – Business English - Università del Piemonte Orientale – Faculty of Economics
 - Liceo Classico - Casale Monferrato (AL)– Conversation Classes, PET/First/IELTS/Advanced Exam preparation
 - Liceo Scientifico, Casale Monferrato(AL) – Intermediate level class, PET/First/IELTS Exam preparation
 - Buzzi Unicem, Casale Monferrato (AL) - Group and individual lessons
 - Bulgari Gioielleria, Valenza (AL) - Group and individual lessons
 - Università Popolare di Casale Monferrato (ONLUS) – Group lessons/Conversation Class
 - Vendo s.p.a., Casale Monferrato (AL) - Group lessons
 - Zschimmer & Schwartz s.p.a. / Zeta Esse Ti srl., Tricerro (VC) - Group lessons
 - Bobst Rotomec, Casale Monferrato (AL) – Conversation Classes, Group lessons, Individual lessons
 - Convegno internazionale di Religioni e Sacri Monti – Crea (October 2004/ October 2008)
 - Scuola Media Rosignano, Ozzano, Pontestura (AL) – Conversation/Exam preparation
 - Fortis Bank, Torino - Individual lessons – Business conversation
 - Course – Ordine dei Commercialisti – Alessandria
 - Course – Ordine dei Commercialisti - Tortona
- January 2000 – December 2002
English Teacher
The English School of Casale
 - Group / individual lessons. Lesson planning
 - Group lessons – Beginners to advanced plus conversation classes.
 - Individual lessons for business men and women, and students
 - Exam preparation – Trinity, PET, First Certificate, TOEFL etc.
 - The Sandwich Method (Shenker)

- From 1998 –October 1999
 - Administration Systems Controller.
Debenhams Retail plc
London, UK
- From 1996 – 1998
 - Logistics Manager
Cartier Ltd
London, UK
- From 1992 – 1996
 - MIS Manager
Cartier Ltd
London, UK
- From 1990 – 1992
 - Project Manager
Selfridges Ltd
London, UK
- From 1986 – 1990
 - EDP Manager
MEXX (UK) Limited
London, UK
- From 1983 – 1986
 - Data Processing Supervisor
The Torrington Company
Coventry, UK

EDUCATION

- 1999
 - Trinity TESOL Certificate – October'99
 - Italian Language School (London)– TEFL Certificate,
Grade A. November 1999
- 1997 – 1998
 - Open University
 - Certification in Management
 - Diploma in Management
- 1979 - 1983
 - B.Sc Computer Science
 - Coventry University
- 1978 - 1979
 - A-Levels – Mathematics with statistics, Biology, Chemistry, General Studies
- 1977 - 1978
 - O-Levels – Nine including mathematics and English

PERSONAL COMPETANCIES

MOTHER TONGUE

- ENGLISH

OTHER LANGUAGES

Reading
Writing
Verbal

- ITALIAN
 - GOOD
 - GOOD
 - GOOD

Michael Ellard