



Nicola Paparella

Date of birth:

Nationality:

Phone: (Mobile)

Email:

Address:

ABOUT MYSELF

I am a qualified professional with over 20 years of professional working experience in the fields of sales, business development, logistics, pricing, marketing, communication, education and evaluation, at national & international level. Experienced with working for private and public sector for firms and public institutions, enhancing deep experience in all aspects of sales & marketing, brand development, brand building, strategy development, project management, market modelling and segmentation. Deep knowledge in identifying educational needs and opportunities, preparing organizational strategies, developing short and long-term plans, refining adaptive strategies according to market and educational dynamics.

I have gained the status of Qualified teacher for English and SEN students. In addition, I have Master's Degree in Business Administration and a Bachelor's degree in Foreign Languages. Currently dedicated to a student-focused environment helping all students learn and advance their skills. Possessing strong presentation capabilities, high energy, personal integrity & solid relationship building attitude, ensuring an ongoing climate of internal and external confidence & trust.

Ability to work under strict deadlines and under stressful conditions

WORK EXPERIENCE

12/10/2020 – CURRENT Bari, Italy

ENGLISH/SEN TEACHER SECONDARY SCHOOL ITALIAN EDUCATION MINISTRY

- Planning, preparing and delivering lessons and materials ensuring execution runs as planned with clear aims and objectives
- Preparing evaluation reports for the strategic use of distant and blended teaching methods
- Attending staff meetings and organization syllabi
- Making use of blended and e-learning tools
- Assessing and valuating students' progress
- Promoting lifelong skills to detained adult students in cooperation with Ministry of Justice
- Administrative support to elaborate projects and strategies to obtain European and Regional funds for students employability and European exchange programmes.
- Coordination and management of class teachers, key coordinators with parents
- Elaborating SEND students programmes and coordinating SEND studying and behavioural strategies along with health local authorities, council social services and families
- Taking role and planning Erasmus project and e-twinning project (planning and reporting)

02/07/2020 – CURRENT several destinations, Italy

TOUR LEADER FREELANCER (SUMMER TIME)

- Supporting the operations and contracts manager where required by liaising with overseas suppliers
- Preparing, distributing and confirming regular booking updates for hotels, restaurants, museums, and evenings' entertainment
- Ensuring reservations systems and external control sheets are maintained and updated including booking overviews, rate sheets and evening entertainment planner
- Assisting in the coordination of customer feedback review
- Assisting with the compliance of all health and safety aspects within the insurance health plan
- Liaising with sales and overseas operations depts
- Maintain regular briefings with drivers or other suppliers
- Liaising with local authorities and embassies in case of emergency

ITALIAN/ ENGLISH LANGUAGE INSTRUCTOR YILDIRIM BEYAZIT UNIVERSITY

- Responsible for planning, preparing and delivering lessons and materials, ensuring they are delivered as planned with clear aims and objectives
- Teaching Italian at undergraduate level as elective course
- Teaching English at Preparatory School
- Tracking progress through assessment and reporting and assisting in improving their listening, speaking, reading and writing skills via individual and group sessions
- Monitoring and evaluating the progression of students
- Evaluating the students' class work and assignments: Grading tests, essays, reports
- Evaluate students' performances, including grading homework assignments and making note of how well students participate in discussions
- Collaborate with other teachers and instructors to develop education-wide policies and create an overall better learning environment
- Collaborating with Italian Embassy to involve University in addressing student to apply for Italian grants (masters) and Erasmus projects
- Encouraged all students to be actively engaged in their own learning and in reviewing their progress against targets.

12/10/2006 – 16/07/2013 London/ Bari (Italy), United Kingdom

OPERATION EXECUTIVE CARLSON WAGON LITS

- Managing the whole travel lifecycles, from the client enquiry stage, including costing, creating & writing of itineraries to operation of all services and final invoicing
- Processing the payments, reimbursements and refunds through SAP and Wings according to the contract's regulations
- Budgeting the whole cycle of the event, presenting costing and savings models to clients
- Making visa arrangements, organising meetings and accommodation, social programme, catering, arranging flight bookings, logistics for arrivals and departures
- Preparing costings, contract with suppliers along with restrictions and deadlines
- Issuing airline group tickets according to costing contracted with suppliers
- Preparing administration and communication strategies plan for meetings and events
- Developing implementation plans of projects' activities based on working strategies
- Reviewing client specific meetings and events programmes and developing travel costings strategies

CURRENT Bari, Italy

TRANSLATOR FREELANCER

- Freelance translator in Greek, registered at the Chamber of Commerce.

EDUCATION AND TRAINING

19/09/2014 – 15/03/2016 Rome, Italy

TEACHING ITALIAN AS FOREIGN LANGUAGE University of Tor Vergata

Website <https://web.uniroma2.it/>

13/10/1998 – 13/04/2003 Bari, Italy

FOREIGN LANGUAGES AND LITERATURES Bari University

Address Piazza Aldo Moro, 70100, Bari, Italy **Website** www.uniba.it

05/10/2005 – 02/03/2007 Potenza, Italy

MASTER IN BUSINESS ADMINISTRATION Università degli studi della Basilicata

Website www.unibas.it

Cambridge, United Kingdom

CELTA University of Cambridge

Website www.celta-ac.uk

30/06/2015 – 26/07/2015 Reggio Calabria, Italy

ATTENDANCE CERTIFICATE Università per Stranieri " Dante Alighieri"

Website www.unistrada.it

Siena, Italy

DITALS 2 & 1 Università per Stranieri di Siena

Website www.unistrasi.it

03/07/2014 – 29/07/2014 Perugia, Italy

TEACHING METHODOLOGIES COURSE FOR ITALIAN L2/LS Università per Stranieri di Perugia

Website www.unistrapg.it

07/10/2022 – 26/06/2023 Italy

TIROCINIO FORMATIVO ATTIVO

Website www.uniba.it

16/10/2022 – 27/03/2023 Firenze, Italy

TOUR LEADER Chamber of Commerce of Florence

Address Via G. Guinizelli, Firenze, Italy **Field of study** Arts and humanities

LANGUAGE SKILLS

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
PORTUGUESE	B2	B2	B2	B2	B2
GREEK	C1	C1	C1	C1	C1
TURKISH	A2	A2	B1	B1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Word Press | Microsoft Powerpoint

PUBLICATIONS

2018

LEGGO L'ITALIANO

Testo per la preparazione all'esame CELI B2

2019

ITALYAN EDATLARI

Manuale di analisi logica e preposizioni dal turco all'italiano

DRIVING LICENCE

Driving Licence: B

TRAINEESHIP

12/03/2005 – 06/10/2005

Trainee for Morfimare Logistics

- Translating from English/Greek into Italian invoices and customs declarations of commercial traffic including containers and packaged goods, imports and exports of livestock
- Interpreting in Greek/Italian between passengers and port authority
- Preparing reports based on goods and ferries traffic
- Participating to staff meetings and educational seminars

15/06/2003 – 01/10/2003

Trainee for Italian Foreign Affairs Ministry

- Interpreting service in Italian/Greek and vice versa according to the needs of the Embassy
- Counselling service for Cypriot students willing to study in Italy
- Preparations for cultural events, as well as diplomatic visits
- Research on assigned policy topics in relation to Italian influence in Cyprus
- Updating Embassy traders' contacts database
- Expanding the Embassy's social media outreach

Link <https://www.tirocinicrui/>

06/01/2003 – 12/04/2003

Language Assistant Comenius 2 project

Italian Language trainee in Darmstadt on behalf of INDIRE agency (Comenius Programme, action 2.2)

Link <https://www.indire.it>