

SARA CASTELLINO

Place of birth: Cagliari (Italy)

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EDUCATION AND TRAINING

AA. AA. 2008/9 – 2010/11

University of Cagliari

Degree in Modern Euro-American Languages and Literature

Final grade: 110/110 cum laude

Warwick University (COVENTRY – UK): 9 month Erasmus scholarship

09/1997 – 07/2002

Scientific High School "G. Brotzu ", Quartu Sant'Elena

High School Diploma

15/04/2019

TEFL Certificate

TEFL.org (Ofqual, British Accreditation Council (BAC), SQA, ODLQC, Investors in People organisation, UKRLP accredited)

14/06/2017

Tour Guide – Sardinia Region

Regional Register of Tourist Guides registration number: 2726

09/12/2012 – 13/12/2012

Europa Cube Innovation School (Cagliari)

Registered in the European Registry of European Planners

07/2011

Brasshouse Language Centre (BIRMINGHAM – UK)

Cambridge Certificate of Proficiency in English (C2)

WORK EXPERIENCES

16/12/2019 – 31/01/2020

George Watson's College (Edinburgh, UK)

Childcarer in the after school club.

12/04/2019 – 31/01/2020

Super Mums LTD (Edinburgh, UK)

Childcarer in nurseries and after school clubs.

24/04/2019 – 15/07/2019

ELA English Language School (Edinburgh, UK)

English language teacher.

25/11/2019 – 31/03/2019

Mercure City Centre Princes Street Hotel (Edinburgh, UK)

Reception, front office duties, customer care, administrative tasks through Opera PMS.

01/08/2018 – 10/12/2018	<u>GV Eventi&Congressi Cagliari (CA, Italy)</u> Event management support Website and graphics design; event management and organization.
10/02/2017 – 30/07/2018	<u>Easy Holiday Sardinia (CA, Italy)</u> Tour guide and services to cruise passengers in Italian, English, Spanish, French at the Cruise Terminal of Cagliari.
03/10/2016 – 30/06/2017	<u>"San Giuseppe Calasanzio" Institute (Sanluri – Italy)</u> English language and literature teacher – Secondary school.
28/01/2014 – 30/12/2015	<u>Cy-Cast snc – Agenzia web (Quartu S.E., Italy)</u> Co-owner Creation and promotion of the m-couponing platform PromUpped.
01/03/2013 – 30/09/2015	<u>Kama Eventi (CA, Italy)</u> Kama Wedding Sardinia project manager Web marketing and press office management, national and international PR; event management and organization.
04/06/2012 – 30/09/2012	<u>S.I.TEX – Moda In (MI, Italy)</u> Press officer/event management for Milano Unica.

LANGUAGE SKILLS

<i>Italian</i>	Mother tongue.
<i>English</i>	Excellent (C2 – PROFICIENT).
<i>Spanish</i>	Good (B2).
<i>French</i>	Good (B1).
<i>Catalan</i>	Excellent (B1, Catalan mother, several stays in Barcelona, ESP).
<i>Russian</i>	Basic (A1).

PERSONAL CAPACITIES

Excellent interpersonal and public speaking skills.

TECHNICAL CAPACITIES

- Excellent knowledge of the Google and Office suite;
- Excellent knowledge and habitual use of online graphics and video editing softwares for images, infographics and multimedia presentations;
- Experience in the building of customized websites with e-commerce functionality and SEO.

HOBBIES

Reading, running, drawing, solo travelling as a Workawayer.

DRIVING LICENSE

Italian Driving license: B.