

CURRICULUM VITAE

Francesca ZAMMIT - CUTAJAR

Born : 15th August 1964

Nationality : British and Maltese

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Profile

A broad scope of experience and skill sets – Administrator; TEFL teacher; Public relations executive, Stress counsellor; Nutrition and Mindful Eating consultations and presentations.

People skills expressed with confidence, diplomacy and transcultural awareness.

English mother tongue. French fluent.

Event management experience backed up by solid all-round organisation skills.

Administrative experience over a broad range of employment and technical categories.

Education

1970-1977 Lycee des Nations, Geneva, Switzerland;,
La Chataigneraie, Founex, Switzerland.

1977-1982 St Christopher School, Letchworth, Herts, UK
8 O levels, 3 A levels

- 1983-1987** University of Sussex, U.K
BaHons French and African and Asian Studies (2:1)
- 2011-2013** University of Maryland College Park, U.S.A; University of Malta
MaTCouns, Masters in Transcultural Counselling
Merit (STEPS scholarship awarded)

Further Education

- Nov. 1988** Institute of Linguists, London, U.K. Diploma in Translation (French into English) with merit in Literature
- 1990-1992** ION, London, Diploma in Nutrition.
- 1999** Intensive course in teaching English as a foreign language, TEFL at IELTS, Malta. (60 hours)
- 2017 April.** CELTA at NSTS Malta
- 2018 Nov.** SEPTT Malta
- 2001-2002** ITEC Anatomy and Physiology and Massage
- July 2012** MBSR
Mindfulness - Based Stress Reduction Programme
www.london-meditation.co.uk
- MB-EAT
Mindfulness Based Eating Awareness Training
Certified to Teach
www.thecenterformindfuleating.org

Relevant Skills and Experience

Languages :	Mother tongue: English; Good French, raised in Switzerland; Some German Some Italian
Computer Skills	MS Word 2010 Operating Systems Excel, Power point, Audio typing. Use of Word Press website management

Employment History (By Role)

PUBLIC RELATIONS

Malta Aug 2009 - Aug 2010

Xara Palace Hotel Relais & Chateaux, Mdina

P.R. Executive (¾ time)

Guest relations - queries and complaints

Website content management, search engine optimisation, translation of English website into French.

Organisation of Xara Palace contribution to “Medieval Mdina” yearly local event.

Budget, costumes, ordering, individual events.

Malta Sep 2010 - Sep 2011

Jesuit Refugee Service (JRS Malta)

Development Officer (¾ time)

Creation of new information leaflet for public awareness campaign (design, copy and printing); fund raising events organising, start to finish (art exhibition).

SECRETARY/ADMINISTRATOR

U.K. 87 – Mar 90 Temp. Secretary, London UK

U.K. Jan-June 2001 Temp Secretary, Brighton, East Sussex, UK

U.K. Feb 27 2015 - Oct 2015

Patient Experience Administrator at Secamb (South East Coast Ambulance). Processing incoming compliments to Secamb staff by way of liaising with staff and general public via email and telephone. Use of Outlook, Datix, Excel.

Malta 1994 Temp Secretary

Malta 1994-1995 French Groups Assistant, Alpine Travel, Malta (full time)

Booking large groups into hotels and conference centres. Use of French for computer and telephone liaison.

TRANSLATOR (English-French-English)

Brussels Mar 90 – Aug 91

Internship at the European Economic Community, Brussels, Department of Information Communication and Culture (DGX).

Translations and responsibility for video library of films on the developing world.

Secretarial duties at the NGO 'ZEBRA', Brussels, for the publication of a magazine in French and English on films and video productions on and by developing countries.

ENGLISH LANGUAGE TEACHER

Paris 85-86 English Language Assistant Lycee de Champigny, Paris, France

Malta 94, 95, 96,01,02,07

Part-time teaching English as a foreign language to teens and adults in language schools (A&M, IELTS)

Palma de Mallorca

September - November 2017

TEFL teaching to under 15's at the *English Academy*.

June 2018 - Present 2019

TEFL teaching online to Chinese students with *Dadaabc*

COUNSELLOR (part-time)

April 2015 to now

Self-employed Counsellor and Mindful Eating Coach – Home clinic – one to one and group workshops.

Malta 2012-2014

Volunteer Counsellor at San Anton Senior School: 330 hours

Volunteer Counsellor at Dar Qalb Shelter for victims of domestic violence (ages 10-15): 15 hours

Delivery of mindfulness-based stress reduction (MBSR) programmes for teens at San Anton private school and for adults at Lily Aguis Gallery, Sliema.

Individual Counselling and Nutrition Consultations at St James Hospital, Sliema.

Presentation of research on mindfulness used in counselling persons managing anxiety at the Malta Association for the Counselling Profession MACP/Dept of Counselling research conference, February 2014

Journalistic contributions for The Times of Malta and TASTE Magazine (Editor Daphne Caruana Galizia)

NUTRITION CONSULTANT (NC) (part-time)

UK Jan 92 - Mar 93

Self-employed Nutrition Consultant. Home clinic and consultations at the Rock Clinic, Brighton, UK.

Journalistic contributions.

Malta Mar 93 to 95

NC at the Athenaeum Health Center at the Corinthia Hotel.

Malta 95 – 2015

Private NC St James Hospital, Sliema.

NC for Good Earth Health Food Distributors, Malta. Created a nutritional database.

Programme of nutrition education prepared and presented at Chiswick Junior and St. Martin's Senior schools Malta over one year (2003).

Journalistic contributions for Elegance Magazine, Taste Magazine, Tune-In, Business Weekly, the Independent and the Times of Malta

Presentations - Chiswick House, St Martin's and San Anton, Malta.