

**CURRICULUM VITAE**  
**IVANA RITA PEREGO**

CURRICULUM  
VITAE

EUROPEAN  
FORMAT



PERSONAL  
INFORMATION

Name	PEREGO, IVANA RITA
Address	- ITALY
Telephone	
Fax	
E-mail	
Nationality	Italian
Place and Date of Birth	

WORK EXPERIENCE

- Date (from-to)
- Name and address of employer
- Type of business or sector
- Position held
- Main duties and responsibilities

**January 2010 to date**

Piazza Aspromonte 35  
20131 Milan  
Tel + 39 02 20521559 Fax +39 02 87387722  
Owner new headquarters

**Language Point di Ivana Rita Perego & C. s.a.s**

**October 2003 – December 2009**

Via Sardegna, n. 5  
20090 Fizzonasco di Pieve Emanuele (MI)  
Tel + 39 02 90409006 Fax + 39 02 90421496  
ivana.perego@languagepoint.eu




**Language Point di Ivana Rita Perego & C. s.a.s.**

*Company owner - Managing Director*

*Technical skills: broad knowledge in terms of didactical, regulatory, legal, administrative, accounting and safety aspects of the workplace, good interpersonal skills at all levels (internal/external clients), broad knowledge of the different phases of training courses.*

*General skills: organizational autonomy, good problem-solving skills, good managerial skills for specific objectives or processes, charismatic leadership, good listening skills, flexibility, tendency to command, spirit of initiative, client-directed, result-directed, interpersonal sensitivity*

Courses attended at the Scuola Superiore CTSP of Milan, Viale Murillo 17

-  Safety Management: 2006-2009
-  Fire Prevention: 2006-2009
-  First-Aid: 2006-2009

I have received certificates for health and safety in the workplace.

**January 1993 – July 2005**  
*Teacher in state-run secondary school*

*Name and address of employer*

**Department of Education, University and Research**

**May 1983 – May 1992**

- *Collaboration with the management of “Studio Professionisti Riuniti” - Milan*
- *Organization of conferences, conventions, seminars in Italy and overseas*

*Name and address of employer*

**Studio Professionisti Riuniti**  
Via Carlo Pisacane, 27 Milan




**October 1975 – April 1982**

- *Freelance translator for the Trade Fair Organization of Milan*

**October 1970 – July 1975**

*Hostess for different companies on stands at the Milan Trade Fair*

## **EDUCATION AND TRAINING**

• Date (from – to)	<b>September 2010</b>
Name and type of educational or training institute	Level 1 course for administrators of the CILS exam (Certificate in Italian as a foreign language) Università per stranieri di Siena - Piazza C. Rosselli 27/28 Siena
Qualification	<i>Administrator Cils Exams</i>
	<b>January- March 2006-2009</b>
	 Course in Safety Management: 2006-2009
	 Fire Prevention Course: 2006-2009
	 First-Aid Course: 2006-2009
	I have received certificates on health and safety in the workplace.
• Name and type of educational or training institute	<i>Scuola Superiore CTSP di Milano, Viale Murillo 17</i>
• Main subjects / professional skills studied	Fire Prevention Training First-Aid Training Training in Safety in the Workplace
• Qualification	<i>Head of Protection and Prevention Service</i>
Date (from – to)	<b>November 1978 - June 1984</b>
• Name and type of educational or training institute	Università Cattolica del Sacro Cuore di Milano
• Main subjects / professional skills studied	Faculty of Philosophy and Arts – Department of Modern Languages and Foreign Literature
• Qualification	<b>Degree in Modern Languages and Foreign Literature</b> (5 year specialization) (specialization in the English and German languages) First class honours degree (110/110 cum laude)

- Date (from – to)
- Name and type of educational or training institute
- Main subjects / professional skills studied
- Qualification

**September 1981- September 1982**

Università Cattolica del Sacro Cuore di Milano

Faculty of Philosophy and Arts – Department of Modern Languages and Foreign Literature

Training in Translation (specialization in the English language)

Reviewer of documents

- Date (from – to)
- Name and type of educational or training institute
- Main subjects / professional skills studied
- Qualification

**September 1970- July 1975**

Civico Liceo Linguistico “A. Manzoni” di Milano

Humanist Studies

Senior high school diploma in humanist studies and modern languages

Languages: English, German and Latin (60/60mi)

- Date (from – to)
- Name and type of educational or training institute
- Main subjects/ professional skills studied
- Qualification

**Settembre 1962- Giugno 1970**

Istituto delle Suore del “Preziosissimo Sangue di Gesù” di Milano

Primary and Junior High School

Elementary and Media Certificate

**PERSONAL SKILLS AND ABILITIES**

*Acquired in one’s life but not necessarily recognized by a certificate or official diploma.*

**FIRST LANGUAGE**

**ENGLISH ( DEGREE) FIVE YEAR COURSE**

**OTHER LANGUAGES**

**GERMAN** FIVE YEAR COURSE

**SPANISH** TWO YEAR COURSE

**RUSSIAN** ONE YEAR COURSE

- Reading skills
- Writing skills
- Oral expression

**English**

Excellent C2

Excellent C2

Excellent C2

- Reading skills
- Writing skills
- Oral expression

**German**

Very good C1

Very good C1

Very good C1

- Reading skills
- Writing skills
- Oral expression

**Spanish**

Good B2

Good B2

Good B2

**INTERPERSONAL SKILLS AND ABILITIES**

*Living and working with other people, in a multicultural environment, holding a position where communication is important, and in situations where it is essential to work as part of a team (e.g. culture and sport), etc.*

- Excellent communication and leadership skills. Constantly working in a multicultural context has developed the tendency to be continually attentive towards others and to be an active listener. Working in different development teams has made my attitude towards work flexible and never rigid. My necessity for variety and to have many different projects all going on at the same time has made me a person open to new challenges, with new professional possibilities.
- Accustomed to living and working with people of different nationalities, acquired through work and study experience both overseas and in Italy.
- Social conscience and ability to work in a group acquired down through the years on the basis of different personal and professional experiences.

**ORGANIZATIONAL SKILLS AND ABILITIES**

*E.g. co-ordinating and managing people, projects, budgets; in the workplace, in voluntary activities (e.g. culture and sport), in the home, etc.*

- Experience in the planning, management and co-ordination of plans and cultural and European events.
- Experience in the administration of financial budgets, in working with a team and in human resource management. Capable of acting autonomously and responsibly, acquired through the management of European projects and cultural events.
- Excellent organizational and administrative skills. Always open to learning something new, and accurate in assigned tasks.

**TECHNICAL SKILLS AND ABILITIES**

*with computer, specific equipment, machinery, etc.*

- Good knowledge of the main word processing applications (MS Office: Word, Excel, PowerPoint, Publisher, Outlook)
- Use of the internet – research on the internet
- Communication by electronic post

**ARTISTIC SKILLS AND ABILITIES**

*Music, writing, drawing, etc.*

Innate passion for drawing and painting, with a distinct leaning towards manual artistic skills in general.

**OTHER SKILLS AND ABILITIES**

*Skills not mentioned previously*

Regular attendance at the cinema, museums, art exhibitions and concerts. Frequent trips overseas to discover new schools, meeting principals and school directors. I am constantly checking the quality of study proposals abroad. I enjoy cooking and gardening

**LICENCE OR LICENCES**

Licence Type B since 1976.

**OTHER INFORMATION**

Married since 1981 and the mother of two children (1986 e 1988).

ATTACHED

## DECLARATION

I declare that the information supplied on the above Curriculum Vitae is correct and true .  
I authorize the use of all personal data, including sensitive data, under the terms of the act of 31.12.96, n. 675 for the purposes of the above application.

Date: 25/11/2013

Signature:

A handwritten signature in black ink, appearing to be 'H.P.' followed by a stylized flourish.