

PERSONAL INFORMATION

Carmela Tondo



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JOB APPLIED FOR

Spanish and/or English Teacher

WORK EXPERIENCE

16/09/2019 - Present

Scuola Dell'infanzia Paritaria San Vincenzo de'Paoli ,Bisceglie Italy

- Teaching English as a second Language to children ages 2 1/2 to 6 years old
- Creating and developing the program and activities to use in the classes

2/12/2019 - Present

AM Royal Academy, Andria Italy

- Teaching English as a second language to different levels.
 - Developing programs and activities to ensure the learning experience and right preparation towards Cambridge Certifications
- Pre1/A1/A2 B1/B2 /C1

16/09/2017–16/09/2019

English Teacher

Helen Doron English, Barletta (Italy)

- Development and implementation of the Helen Doron Curricula used in the different ages

16/09/2017–16/09/2019

English and Spanish Teacher

Academia Lingüística Internacional, Barletta (Italy)

- Teaching English and Spanish as a second language to different levels
- Developing programs and activities to ensure the learning experience according to the different levels
- Participation in different PON programs where ALI was accepted:
 - Scuola Secondaria di Primo Grado Rocca-Bovio-Palumbo, Trani (2017-2018, 2018-2019)
 - Scuola Elementare Enzo De Muro Lomanto, Canosa (Feb 2018 - May 2018)
 - Scuola Elementare Mauro Carella, Canosa (March 2018 - June 2018)
 - Istituto Mazzini - De Cesare, Spinazzola (Feb 2019 - May 2019)
 - Istituto Comprensivo F. Cifarelli - L. Santarella, Corato (Jan 2019 - May 2019)
 - Istituto Don Bosco Manzoni, Andria (Jan 2019 - June 2019)
 - Liceo Scientifico Statale C. Cafiero, Barletta (Feb 2019 - March 2019)

- Cambridge Examiner YLES, YLEM, YLEF, A2 (Ket), B1(Pet), C1 (CAE)

06/01/1997–01/2018	Academic Director / Instructor PlaySpanish LLC., Charlotte (United States) Co-Founder and Co-Owner of the company. Academic Director in charge of developing and overseeing the program, lesson plans and class activities. Recruiting, selecting, evaluating and training instructors.
11/01/1995–06/01/1997	Director of the After-School Program Anami Montessori., Charlotte (United States) Supervision of and Instruction for children between the ages of 5 and 12. Development and implementation of the Curricula used in the program.
17/08/1992–01/06/1996	Spanish Teacher Union County Public Schools, Monroe (United States) Taught Spanish, on a Full Time basis, to students in all grades at Elementary level (Kindergarten to 5th grade) Helped develop the Curricula
01/09/1989–31/07/1992	Spanish and English Teacher Colegio San Gabriel Arcangel, Valencia (Venezuela) - Taught Spanish Grammar and Literature to Middle and High School students. - Taught English as a Second Language to Middle and High School students.

EDUCATION AND TRAINING

31/04/2020	English Speaking Board (International) ESB ESOL International Training to become an Oral Examiner for ESB in Italy
18/06/2020	Webinar by Cambridge Assessment English Italy Webinar- Testing times Tips for Exam tasks A2-B1 Grammar and Vocabulary
16/06/2020	Webinar Organized by Cambridge Assessment English Italy Preparing for Cambridge English Qualifications: Inclusion and supporting students with Dyslexia
14/09/2019–14/09/2019	TTC/HD Seminar Helen Doron, Barletta, Grottaferrata (Italia) Presentation of new techniques and materials through drama teaching related to the Helen Doron Program.

- 09/09/2019–09/09/2019 Planing the School Year around Cambridge English Qualifications
Cambridge London, Barletta (Italy)
The Webinar provided important information and tools for the palning of the school year around Cambridge English Qualification.
- 07/09/2019–07/09/2019 TTC/Seminar: Didi the Dragon
Helen Doron, Barletta, Barletta (Italy)
Traning to be qualified to teach the program Didi the Dragon, using the materials and teaching techniques provided by the program.
- 02/03/2019 Speaking English Examiner PET
Cambridge English Assessment, Barletta (Italy)
Training to become a Speaking Examiner for B1 exam
- 20/10/2018 Speaking Examiner KET/FCE/CAE
Cambridge Assessment English, Bitonto (Italy)
Training to become a Speaking Examiner for A2, B2 and C1 exams
- 03/09/2018 Participation to the 2018 Teacher Annual Conference Grammar Workshop
Helen Doron English, Napoli (Italy)
Presentation of the new techniques and materials related to Helen Doron Program
- 14/04/2018 Young Learners Examiner
Cambridge English Assessment, Barletta (Italy)
Training to become YLE Examiner for the three different levels: Starters, Movers and Flyers
- 02/03/2018 Cambridge Invigilator
Cambridge Assessment English Website
Training to become an Invigilator during Cambridge Exams
- 27/03/2018–31/03/2018 HDEETTC
Helen Doron English Barletta, Barletta (Italy)
Training to be a qualified Helen Doron Teacher by using the materials and teaching techniques provided by the program.
- 24/01/2018 CAMBRIDGE ASSESSMENT ENGLISH UPDATE
Cambridge English Assessment / Academia Lingüística Internacional, Trinitapoli (Italy)
A Workshop oriented to digital teacher online free resources and TKT essential
- 05/12/2017 Cambridge English Seminar
Academia Lingüística Internacional, Barletta (Italy)
Update New Techniques and Materials provided by Cambridge
- 10/01/1986–13/07/1990 Bachelor of Arts in Education

Universidad de Carabobo, Valencia (Venezuela)
 Emphasis on Teaching English as a Second Language.

PERSONAL SKILLS

Mother tongue(s) Spanish, Italian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills in Spanish, English and Italian.

Organisational / managerial skills Very good leadership and organizational skills acquired through the experience of founding and running PlaySpanish LLC since 1997.

Job-related skills
 Excellent Teaching skills with children and teenagers.
 Excellent Mentoring skills
 Excellent Teamwork skills

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem-solving
	Basic user	Basic user	Basic user	Basic user	Basic user

Digital skills - Self-assessment grid