

# NICOLA JAYNE HEYDON

## PERSONAL INFORMATION

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## EDUCATION

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**2000**                      **Manchester Academy for English, Manchester, UK**

*Trinity Certificate for TESOL*

- Grade B

**1996 - 2000**            **University of Lancaster, Lancaster, UK**

*BA (Hons) in Spanish and Italian Studies with European Studies and History minor*

- Classification 2.1

Including

- Semester at the Universidad Autonoma De Madrid (August 1998 - December 1998), studying Spanish Literature and Spanish Linguistics (advanced)
- Semester at the Università degli Studi di Ferrara (January-July 1999), studying Italian Art History (exam result: 28/30).

## PROFESSIONAL EXPERIENCE

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### Teaching:

**October 2018-November 2018 -Fondazione Teatro Comunale di Ferrara - Ferrara, Italy**

- 1 month intensive 'On the job'- English course for the Press Office/Education and Outreach office and Production Office staff.

**September 2016-October 2016 -Fondazione Teatro Comunale di Ferrara - Ferrara, Italy**

- 1 month intensive 'On the job'- English course for the Auditorium/Ticket Office staff.

**March -July 2012 -June 2018 Baltur Spa- Cento, Italy**

- Long-term project to improve and increment the linguistics skills and communication of the company.
- Organization and Teaching of Technical and Business English for the Technicians /Office Admin/R&D/Management/Planning/Logistics/Sales/HR dept. working in the field of Industrial Burners.

**March 2013- November 2014- Scuola di Ricerca Clinica ed Epidemiologica/IUSS Ferrara- Ferrara, Italy**

- 2 year Master Degree -Scientific/Business and Practical English

**October 2011 -October 2014: Molini Pivetti- Cento, Italy**

- Organisation and creation of a English Language Lab and playroom for a group of 5 children
- Teaching English to said group

- Created programme and materials and delegated ESL of the 5 children to two English Nannies
- Tutored Nannies to be able to encourage and develop ESL of the said 5 Children
- Maintained communication between families as a go between for the aforementioned programme and followed progress of the Family Nannies whilst they taught said programme.

**December 2007- present, Centoform, Cento, Italy**

*English Language Teacher*

- Teaching English to Private Companies in and around the Emilia Romagna region and individual lessons. –Flli. Zucchini SrL, IFM Ferrara S.C.P.A, CSA/Studio Borghi, Chiara Anderlini, BVM Bologna SpA, Pulcra-Lachiter Srl, Cartiera di Ferrara Spa, Comune di Ferrara, Manifattura Ferrarese Srl, Bregoli Movindustria Srl, Molino Pivetti Spa, Penta Srl, C.M.C Srl, In.Ci.Co Srl, Macè Srl,, Baltur Spa, Mania S.r.L, IFTS-CENTEC, Mecmurphil Srl. Centoform S.r.l, Manifattura Berluti.

**January 2007– July 2007 British Institutes, Ferrara, Italy**

*English Language Teacher*

- Business English for private companies.
- Group English and one to one individual lessons

**November - June 2001 - THE INTERNATIONAL SCHOOL ‘Smiling SERVICE’ Ferrara, Italy**

*Reception Teacher for 4-5 yr olds,*

*Tefl teacher for adult evening courses*

- Kindergarten Teacher to a mixed nationality class
- Taught English Language to adult students

**Translations:**

**January 2016-to present Teatro Comunale di Ferrara, Ferrara, Italy**

- Translation Italian –English of the Ferrara Teatro Comunale Website and other communication/documents regarding contracts/fiscal declarations

**December 2015-to present Ferrara Musica Associazione, Ferrara, Italy**

- Translation Italian –English of the Ferrara Musica Events Website

**August 2012 -: Fondazione Teatro Comunale di Ferrara - Ferrara, Italy**

- Translation Italian to English –Official Documents for Post-Earthquake Reconstruction.

**June 2011- Vi.Vi.Vi Srl - Ferrara, Italy**

- Translation Italian –English of the PANNINI UNESCO HERITAGE SITES Sticker Album.

**December 2004 - June 2006 Galleria di Arte Moderna e Contemporanea di Bondeno, Ferrara, Italy**

*Translator/ Interpreter for the following exhibitions: Seno Guerriero, La Nemica nel Cuore, Bad Girls and Artiste Teppiste.*

- Communication with the artists to organize loans of their art work for the exhibits.
- Organisation of the logistics in and out of Italy.
- Translation of the various Press Releases

**Language and Organisation Roles:**

**January 2016- present Mania SpA- Ferrara, Italy**

- Research and contact worldwide suppliers of innovative and new food products to insert onto the Italian Market.
- Supervision of the Import dept. administration and communication.

**December 2005 – to 2011 Audiology Dept., University Hospital of Ferrara, Ferrara, Italy**

*Translator/ Interpreter/ Event Organizer/ International Secretary to the Head of dept.*

- Translation/Correction of medical docs and papers to be published
- Communication IN/OUT
- Organisation of agenda for Prof. A. Martini
- PA duties for the IAPA-included attending and assisting meetings with Prof. Martini

**November 2003 to August 2009 – COFERASTA SPA, Ferrara, Italy**

*Assistant Import Manager*

- Organisation of day-to-day orders and agreeing of prices of the produce to be imported.

- Organisation of the logistics involved in shipping the produce to Italy.
- Management of communication between the foreign suppliers and the company.
- Management of accounts and administration.
- In charge of the Quality Control Reports of the imported produce
- Personal Assistant/secretarial duties to the Import Manager

**February 2002 – July 2003 - THE INTERNATIONAL SCHOOL ‘Smiling SERVICE’ Ferrara, Italy**

*School Administrator, Personal Assistant to school owners*

- Direct Personal Assistant to owners
- Day to day office responsibilities: process enquiries, general correspondence, order stationary, internal/external communication, source and order didactic materials.
- Managed relocation and aided adjustment period of new British Personnel
- Maintained and Updated all Personal files of Children
- Maintained and Updated all Personal files of Staff
- Maintained and Updated School curriculum of all three sections of the school: Nursery, Primary and Middle
- Organisation and Communication of Teacher Meetings (Record and distribute Minutes of each meeting)
- Organisation and Communication of Teacher-Parent Meetings
- Marketing
- Organisation of evening English courses for children of other schools in the Ferrara area
- Management of accounts using File Maker Pro-Prima Nota Program
- Invoice clients of The International School, Language Courses and other Smiling SERVICE activities

**November 2001 - February 2002- ARTHUR ANDERSEN S.p.a Bologna, Italy**

*Receptionist/ Administrative support/ Foreign Client Contact*

- Welcomed clients and prepared conference rooms for meetings
- Manned the switchboard and dealt with client enquiries
- Distributed internal and external post
- Interpreter and foreign client problem solver

**OTHER SKILLS**

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- Proficient with all Microsoft applications, lotus Notes, File Maker Pro (Prima Nota), Internet and e-mail

**INTERESTS AND ACTIVITIES**

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- Keen interest in Politics, History and Cultural Identities
- Travelling
- Organiser of an English Language Book Club in Ferrara.

**REFERENCES**

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Available on request

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**-Il sottoscritto acconsente, ai sensi del D.Lgs 30/06/2003 n. 196, al trattamento dei propri dati personali.**