

PERSONAL INFORMATION Anita Rani Sunda

WORK EXPERIENCE

- 10/2014–12/2014 Collaboratore Esperto Linguistico
Centro Linguistico di Ateneo; Università degli Studi di Trento, Trento (Italy)
(50 hours)
- Teaching English language courses to students
 - Carrying out end of course assessment.
- 02/2014–06/2014 Collaboratore della formazione TA
Università degli Studi di Trento, Trento (Italy)
(68 hours)
- Teaching internal training English courses to staff at the university.
 - Carrying out end of course assessment.
- 02/2014–06/2014 Creator of blended learning materials.
2015 *Mind A1: Reading activities for blended learning platform*. London: Macmillan
- Created and delivered A1 reading course in virtual classroom as part of a blended learning course, to provide additional practice of OpenMind coursebook Carrying out end of course assessment.
 - Activities improve reading fluency and developed reading skills and strategies.
- 10/2007–06/2013 EFL Teacher
CLM Bell Srl, Trento (Italy)
(3424 hours)
- Taught General English and Cambridge ESOL preparation courses to adult and young learners of all levels
 - Carried out Cambridge ESOL examinations at A2, B1, B2, C1 and C2 levels.
 - Designed and created materials for blended learning courses using Moodle, english360 and Macmillan English Campus learning platforms
 - Trained Supervisor of Cambridge ESOL exams; responsible for setting up and ensuring smooth running of writing, reading and listening papers
- 01/2004–06/2005 EFL Teacher
Eurognosi, Thessaloniki (Greece)
(880 hours)
- Taught general English and examination classes (Cambridge FCE, CAE, CPE, IELTS, TOEFL, Michigan) to young and adult learners
 - Developed and maintained support materials and lesson plans to promote student learning
- 09/2002–08/2003 EFL Teacher
Margaritis School of English, Preveza (Greece)
(1100 hours)
- Taught English Language to young learners of all levels (Cambridge FCE, CAE, CPE)
 - Demonstrated patience, and ability to deal with pressure when meeting exam deadlines

- Ability to multi-task when creating lessons plans, teaching and marking compositions
 - Worked as an Oral Examiner for school mock Cambridge oral exams
- 08/2005–08/2005 EFL Teacher
 OISE Language School, Nottingham, (United Kingdom)
 (110 hours)
- Taught English Literature and EFL to young learners following the French Baccalaureate Programme
- 08/2003 EFL Teacher
 MJA Language Ltd, Nottingham, (United Kingdom)
 (100 hours)
- Taught EFL to Italian learners at B1 and B2 level
- 07/2001–07/2001 EFL and Art Teacher
 Pilgrims, Canterbury, (United Kingdom)
- Taught EFL and Art to multilingual classes
- 10/2005–07/2006 Careers Assistant
 The College of Law, London, (United Kingdom)
- Dealt with student and employer enquiries over the phone, in person and online
 - Introduced a new system of online diaries and recording appointments online
 - General administration work such as answering phone calls, emails, photocopying etc.
- 07/2006–09/2007 Careers Consultant
 College of Law, London, (United Kingdom)
- Advised post-graduate law students training to be lawyers on how to secure legal and non-legal employment through one-to-one, telephone and online appointments
 - Analysed and corrected numerous recruitment documents such as CVs, application forms, and cover letters; conducted mock interviews
 - Reviewed and introduced workshops on a range of topics such as presentation and interview skills; held workshops and gave talks for groups of students ranging from 60 to 200
 - Carried out employer visits and wrote reports on a range of law firms (high street to magic circle) and barristers' chambers about recruitment procedures
 - Helped organise and participated in a number of employer talks, fairs and presentations
- EDUCATION AND TRAINING**
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- 09/1999–07/2002 BA (Hons.) English Literature and Language (2:1)
 University of Leeds, (United Kingdom)
- 09/2009–09/2012 Masters degree in Education (Applied Linguistics)
 Open University, (United Kingdom)

Modules:

- Investigating Language in Action
- Educational Enquiry
- Language, literacy and Learning in the Contemporary World.

Final research project: An investigation into the effectiveness of an asynchronous online platform to teach the formal letter genre using the Teaching-Learning cycle

07/2002–07/2002 TESOL Certificate
Trinity College

PERSONAL SKILLS

Mother tongue(s) English
Other languages: Italian, Greek, Hindi, Punjabi

Computer skills

- Proficient user of Microsoft Office and extensive online research skills
- Experience with online learning platforms, including Moodle, english360 and Macmillan English Campus

ADDITIONAL INFORMATION

Examining Cambridge ESOL Oral examiner for:

- Key
- Preliminary
- First
- Advanced
- Proficiency

Publications 2015 *Mind A1: Reading activities for blended learning platform*. London: Macmillan
2014 *Cambridge English Empower Pre-Intermediate: grammar practice activities*. Cambridge: Cambridge University Press
2007–2009: Prospects/AGCAS Occupational and Country profiles:

- Teaching English as a Foreign Language
- Greece Country Profile
- Higher Education Lecturers
- Legal Executives