



M.Phil., Mariachiara Rusca

WORKING EXPERIENCE

Since September 2017

University Lecturer – Free University of Bolzano
Free University of Bolzano, Italy

I am currently responsible for:

- planning, developing and delivering extensive English courses for B1 to C1 levels including class material, blended courses (Moodle platform) and final exams.
- planning, developing and delivering intensive English courses (80 hrs over 2 weeks and/or 120hrs over 3 weeks) for B1 to C1 levels, including class material, blended courses (Moodle platform) and final exams.
- examining students in the University Commission.
- planning, developing and delivering the Specialized Language Course and Communication and Presentation Skills Course for the Economics, Sports, Tourism and Event Management Faculty.

Activity and sector: Academia, Languages, Education, Blended Learning.

2015-2017 – Dublin, Ireland

Academic Director / Coordinator and Planner /Teaching Staff Manager and Trainer/ Lecturer

Kenilworth Language Institute and DIT, Dublin, Ireland

I was responsible for all the academic aspects of the institute such as:

- the creation and development of ad hoc curricula for extensive and intensive Bridging, Pathway, Extended e Foundation courses in DIT (including Masters and PHD levels).
- the creation and development of General English, Business English and Exam Preparation Courses (IELTS, CAE, CPE, TOEIC, TOEFL, PET, KET) for adults, professionals, and young adults.
- the creation and development of individual and group, intensive training courses for TEFL teachers in Ireland and/or abroad (University of Hainan, China).
- the creation and development of soft skills courses for personnel and staff.
- the creation and development of professional ad hoc in-company courses and blended courses for specific purposes.
- the creation and development of curricula for summer schools for both adults and junior students.
- the selection and recruitment of teaching staff, the organization and delivery of CPD and training sessions.
- the regular assessment and evaluation of teaching quality through class observations and the provision and delivery of specific and/or ad hoc, up-to-date teaching material.
- the provision of end-to end academic support, administrative support and management support to DOSes in all centres (Kenilworth Square, Coppinger St, Terenure College).
- the end-to end process of generation,provision and delivery of courses for DIT Foundation, Pathway, Bridging Courses, Masters and Phd Courses, including recruitment of staff, management and delivery of classes and exams, administrative and marketing support, generation and delivery of onsite and packs of academic activities, generation and management of attendance sheets, reports, and moderation of continuous assessments.

- ad hoc administrative tasks to support programs development.
- liaising with students for support, feedback and general coordination of studies.
- attending national and international conferences and meetings for personal and professional development in the sector.

Activity or sector: Academia, Management, Administration, Languages, Education, R&D, Staff Training, Business Development, Quality Control, HR.

Since 2015

Translator and Interpreter Italian Embassy Dublin

Italian Embassy Dublin, Ireland

As translator and interpreter for the Italian Embassy in Dublin, I am requested to:

- translate official and/or commercial documents and speeches as well as participating to conferences.
- work as interpreter in legal, public and private offices, as well as at cultural events .

Activity or sector: Languages, Translation, Public Relations, Public Speaking, Communication.

2012-2015

Centre Manager, Coordinator and Lecturer

Kenilworth Language Institute & DIT – Dublin Institute of Technology – Dublin; Ireland

As Centre Manager in DIT branch I:

- managed and co-ordinated all English teaching staff and lecturers of the Institute.
- planned and developed activities related to the third-level Academic English curricula for undergraduate students (Foundation, Extended, Bridging courses) as well as courses specific Academic Skills for post graduate students (Masters and PHDs).
- generated and delivered Academic English Lectures during the Academic year and summer courses.
- managed the administrative activities of the Institute regularly liaised with DIT's Faculty coordinator in order to guarantee high quality standards within the teaching environment at all times.
- generated and managed students' assessments, attendance sheets, reports.
- liaised with students in order to provide academic, administrative and personal support.

Activity or sector: Academia, Languages, Education, Management, Quality Control, Business Development

Since 2012

Literary Translator & Expert Reader for TCD

Trinity College Dublin/ Ireland Literature Exchange, Dublin, Ireland

I am responsible for generating reports which assess and evaluate the high standards of literary translations of all genres from Hiberno English into Italian before their release on the Italian market.

Activity or sector: Academia, Languages, Translations, Quality Control

Since 2012

Literary Translator

Joseph O'Connor, "Shadowplay" novel, and Daphne Du Maurier's "My Cousin Rachel", an adaptation – Gate Theatre, Dublin, Ireland.

Upon personal request by novelist Joseph O'Connor I occasionally translate and/or assess translations of his work from English into Italian.

Activity or sector: Academia, Languages, Translations, Quality Control

2012 -2013

Senior TEFL Teacher & A-DOS

Kenilworth Language Institute, Dublin, Ireland

Besides being responsible for the delivery of General English courses and Cambridge Exam Preparation Courses (IELTS, CAE, CPE) in intensive, extensive, individual and group programs, I also worked as Assistant to the Director of Studies and I provided:

- support to students
- support to teaching staff of the school (provision of material, sick cover, CPD activities).

- support to administrative staff (generation and management of registers and reports)
- supervision and generation onsite and packs of academic activities.
- helped generate courses and new academic initiatives.
- helped generate new business opportunities.

Activity or sector: Academia, Languages, Education, Management, R&D, Business Development, Quality Control, Customer Care.

2012

Senior Italian Teacher

Italian Cultural Institute, Dublin, Ireland

I was responsible for the delivery of Italian classes for adults from A2 to B2 levels.

Activity or sector: Academia, Languages, Education, Customer Care.

2009- 2012

Senior TEFL Teacher & A-DOS

Dublin Cultural Institute, Dublin, Ireland

I was in charge of the delivery of General English Courses and Cambridge Exam Preparation Courses (IELTS, CAE), TIE and TOEFL in intensive, extensive, individual and group programs, as well as assisting our Director of Studies in the day-to day academic administration of the Institute by:

- supporting students, teaching staff and administrative staff
- supervising and organising onsite and packs of academic activities.
- ensuring delivery of classes and managing registers and academic plans.
- generating new courses and presenting new business opportunities.

Activity or sector: Academia, Languages, Education, Management, R&D, Business Development, Quality Control, Customer Care.

Since 2002

Academic Manager, Lecturer and Language Consultant

Rusca Language Services

Since 2002 I have:

- generated, organized and delivered General English, Business English, Cambridge Exam Preparation, TOEFL courses in intensive, semi - intensive, extensive formats, both for groups and one-to one courses. I have mostly worked with high-quality companies and Institutes in Italy and Ireland (GFK Eurisko, SIASSB, Deutsche Bank, Price Waterhouse and Coopers, L'Oréal, Phonak, BMI group, etc.).
- I provided language consultant services for ad hoc staff training in English as well as providing interpreter and translation services for marketing, commercial and business material.

Activity or sector: Languages, Education, Consultancy, Customer Care, Business Development, Quality Control, HR.

2003

University Lecturer- Bocconi University Milan

Bocconi University, Milan, Italy

During the Academic Year 2002- 2003 I was in charge of:

- delivering Academic and Business English Lectures to postgraduate students in Bocconi (Master in Economy), Milan.
- providing academic and personal support to students.
- ensuring high-quality standards throughout the course.

Activity or sector: Languages, Education, Quality Control, Customer Care.

1998-2002

TEFL Teacher

In Lingua, Kevin William Murray Language Services and Andrea Yoson Language Services, Milan, Italy

I generated and delivered General English, Business English, Cambridge Exam Preparation, TOEFL courses in intensive, semi - intensive, extensive formats, both for groups and one-to one courses.

Activity or sector: Languages, Education.

EDUCATION AND TRAINING
2011-2012**M. Phil in Literary Translation – Master Literary Translation**

Trinity College Dublin, Ireland

Analysis and translation of literary texts of highly artistic (prose, poetry, drama) and mediatic (audio-visual and musical) profile from English into Italian and vice versa. Final Thesis title: Joseph O'Connor's Ghost Light - an Annotated Translation.

2008 CELTA Course

CES – Centre of English Studies, Dublin, Ireland

Intensive Course (180 hrs)

1996- 2002 Bachelor's Degree: Foreign Languages and Literature

Universita' di Lingue Moderne e Letteratura – IULM

Foreign Languages and Literature (English and French), major in Hiberno –English. Final Thesis: Dublin in Bloom, Aspects of Irishness in Dublin Literature of 20th Century.