

CHIARA PONCHIA

Born in Dolo (VE) January 21st 1974

Residence in Via Bevilacqua 29

30039 Stra' (VE)

Tel. +39-348/7999051

Cel. +39-329/8999711

E-mail: cpsef@libero.it

Curriculum Vitae

Last activities:

- Licenced Tour Guide in the City of Venice and Veneto Region since 2013, freelance
- Teacher at Wallstreet Institute in Mestre (Venice) (from July 2010 to June 2016)
- Personal Tutor and Teacher at Wallstreet Institute in Treviso (from 2011 to 2013)
- Airport agent check-in desk employee Airports of Treviso and Venice (2008-2010).
- Course Coordinator (corporate clients management), Personal Tutor and Receptionist, English and German teacher at Wallstreet Institute both in Mestre and Treviso (January 2006-May 2010).

Working Experiences in commercial field:

- Cooperation with Company Bleckmann in Salzburg (Germany) as translator and project assistant to organize and follow the relocation of an entire production line (electrical field) from a plant in Austria to another in Poland, March-September 2004.
- **Assistant in the Far East Export Department**, from October 2003 to February 2004, for Company MAIN GROUP SPA in Padova.
- **Export Office employee for lightning company ESSE-CI srl** in Vigonza (Padova) from 25/02/2002 to 28/02/2003.
- **Interpreter and supprt during the official visit of the diplomatic delegation from Uruguay.** (May 2002).
- From 11/12/2001 to 21/02/2002 stage by company Berto's S.p.A. in Montegrotto Terme (industrial kitchen supplier, employee at the export department).
- Frequent cooperation with several companies as translator and assistant to foreign delegations during International exhibitions (shoes and tannery industry) in Milano, Bologna, Vienna and Düsseldorf.
- 1997-1998 for Padova University working experience as stagiare providing tutoring service at the English and German Languages Department.

Working Experiences in didactic-educational field:

- Several roles in the public school as teacher for Spanish and Russian language and also as teacher for special need students. Province of Venice from 2011 to present time.
- September 2007 – June 2009 experimental course of Italian language and computer use for refugee using on-line and frontal lessons (Cooperativa Cogess in Mestre – Patronage Veneto Region).
- English teacher for private school Istituto Galileo Ferraris in Dolo (VE) – school year 2005-2006.
- September 2005 – January 2006 Italian language teacher for the French Board of Directors for

Companies Louis Vuitton Italia and Rossi Moda.

- From February 2004 to December 2010 cooperation with teenager shelter community “G. Olivotti” in Mira (VE) as residential educator and teacher.
- For the same Institution organization of the following activities:
 - Help and Listening desk for teenagers, cooperating with Social Services.
 - Organization and Teaching for Italian language and culture for foreigners.
 - Literacy Courses for foreigners
 - Coordination of projects for working opportunities and workshops dedicated to forming foreign and Italian citizens to job procedures.
 - Assistance and teaching during evening courses to obtain mid and high school diploma.
- From 2003 to 2007 cooperation with infant and mothers shelter community Family House S. Antonio CAV (Centro Aiuto alla Vita) in Padova as assistant of the director and educator. Managing of activities in cooperation with: Social Services, Police, Questura, Municipality, Embassies and Consulates.

Education:

- University Course in Social Pedagogy (non finished) at the Salesian Pontifical University in Rome, Mestre faculty 2006.
- Professional training for two courses as Infancy (22/01/2011) and Multicultural (28/02/2011) Educator – Istituto Cortivo in Padova.
- Biennial attendance to the Graduation Course in Educational and Clinical Psychology at the Salesian Pontifical University in Rome, Mestre faculty courses 2004-2005, course non finished, but degree in Educational **Counsellor**, seminars attendance and supervision.
- **Post-lauream** course at International Studies Institute in Padova, “Diplomatic Politics and Law of International Organizations (October 2002- June 2003).
- **Graduation in Languages and Literatures**, academic course on History and Culture, University of Padova; Graduation Thesis: “El Judeo-Español. Transcripción y estudio de textos sefardíes contemporáneos” (“Judeo-Spanish. Transcription and study of oral sephardic contemporary texts”), discussed on June 26th 2001 final grade 108/110 (published on Jewish periodicals).
- European Erasmus project (Madrid 1998): Scholarship at Universidad Complutense for research activities for the Graduation Thesis.
- Attendance at Course for (FSE) Junior Export Manager, Forema company (Padova), 504 hours in class (from 13/09/2001 to 10/12/2001) and 336 hours stage in company (from 11/12/2001 to 21/02/2002).
- German Language Certificate/Zeugnis at Goethe Institut in Padova, 4th improvement course Oberstufe I (1997).
- High School Degree in Languages at Istituto “Sacro Cuore” di Padova il 22/07/1993 con esito 60/60.

Spoken Languages:

	<i>Scritto</i>	<i>Parlato</i>
English	C1	C2
German	B2	C1
French	B2	C1
Spanish	C1	C2

Portoghese basic basic
Arabic: just starting a basic course
Russian : A2 level

Conoscenze informatiche:

Sistema operativo Windows; Programmi Word, Excel, Access; utilizzo di Internet.

Privacy – I do not know if in the US is necessary to write a sentence mentioning your legislation about it

Autorizzo il trattamento dei dati personali ai sensi della legge 675/96.

26/04/2020

Chiara Ponchia