

CONTACT INFORMATION

Alexandra Smit✉ alexandra.smit@uniroma1.it

September 2020 - present

**CEL – University of Rome ‘La Sapienza’
Language Learning Centre**

- English Language Teaching for the Department of Oriental Studies and the Department of European Anglo- American and Intercultural Studies
- Planning, preparing and delivering lessons to a range of English L2 classes (General English and English for Academic Purposes)
- Marking work and giving appropriate feedback to students
- Devising and writing new curriculum materials
- Preparing and grading final exams (written and oral)
- Participating in examination boards

February 2025 - present

English Language Lecturer – LUISS Guido Carli University, Rome

- Academic English Language Teaching for Political Sciences students
- Planning, preparing and delivering lessons to a range of Academic English L2 classes (Undergraduate and Postgraduate)
- Marking work and giving appropriate feedback to students
- Preparing and grading mid-term and final exams (written and oral)
- Participating in examination boards

February 2025- present

External Examiner for Cambridge English oral Exams - University of Rome ‘La Sapienza’ Language Learning Centre

- Speaking Examiner for levels B1 to C1

English Language Conversation Lecturer –Upper Secondary State SchoolsSeptember 2019- August 2020
October 2018- August 2019

Liceo Scientifico Linguistico E. Amaldi, Roma

September 2017- June 2018

Istituto Magistrale G. Bruno, Roma
Liceo Ginnasio Statale Cornelio Tacito, Roma

January 2017- June 2017

Liceo Scientifico Linguistico E. Amaldi, Roma

October 2016- June 2017

Liceo Classico Statale Sperimentale Bertrand Russell, Roma

September 2015- June 2016
November 2014- June 2015

Liceo Scientifico Linguistico E. Majorana, Roma

December 2015- June 2016

Liceo Scientifico Linguistico E. Amaldi, Roma

September 2013- June 2014
October 2012- June 2013

Liceo Scientifico e Linguistico Spallanzani, Tivoli

September 2014- June 2015
September 2013- June 2014
September 2013- June 2012
December 2011- June 2012

Liceo Scientifico Linguistico Innocenzo XII, Anzio

- Teaching English Language & Literature from year 1 to year 5 through a range of activities
- Tailoring English teaching methods to suit the needs of individual students (including SENs)
- Planning, preparing and delivering lessons to a range of English classes (up to 5 in one day)
- Recording and monitoring student attendance
- Marking work and giving appropriate feedback to students and parents
- Devising and writing new curriculum materials
- Preparing students for external examinations, such as PET, FCE and CAE
- Managing pupils' behaviour in the classroom and on school premises
- Preparing coursework for student assessment

October 2016- June 2017

IGCSE History Teacher

Liceo Classico Statale Sperimentale Bertrand Russell, Roma

IGCSE English as a Second Language Teacher

Liceo Classico Statale Sperimentale Bertrand Russell, Roma

October 2016- December 2017
May 2012 – May 2014

Freelance English Language Teacher

British School of English, Roma

April 2010 – November 2012

International Language School, Roma

November 2010- November 2012

TL Net, Roma

November 2010- July 2011

British School Boccea – Servizi Aziendali, Roma

In-company Business English courses (Enel, Eni, Proctor & Gamble, Price Waterhouse Coopers, Geodis, Abbott, AIFA) for Beginner, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate and Advanced level students. Elementary & Middle school afternoon courses, preparation for KET exams

- Teaching English Language using different tools and a range of activities
- Tailoring English teaching methods to suit the needs of individual students
- Planning, preparing and delivering lessons to a range of English classes
- Recording and monitoring student attendance
- Marking work and giving appropriate feedback
- Preparing students for external examinations KET, PET, FCE, IELTS, CPE

Private Language Schools

February 2009 – December 2009

Duty Free Buyer

Meridian Duty Free, Roma

- Management of product information in company's database (over 10,000 products)
- Management of buying and selling price lists for company's assortment
- Researching consumer and product trends
- Liaising and negotiating with suppliers
- Stock and inventory management
- Purchase order raising
- Management of rebates from suppliers and to clients
- Development of marketing and promotional activities
- Competitor Price comparison

Italian Duty Free Distributor and travel retailer

- 2006-2008 **Catalyst – Global Competitive Intelligence Project manager**
MARS INCORPORATED – Information Services International, UK
- Produced Global market sizes and share reports for all Mars' categories
 - Designed and produced scorecards to benchmark competitors' quarterly performance
 - Produced reports on companies and industry overviews
 - Co-edited a weekly Executive Intelligence Newsletter for senior managers
 - Conducted commodity price analysis reports
 - Produced reports on new product launch analysis for Mars and adjacent categories

Leading private confectionery, food, and petfood company with >\$20bn Sales world-wide

- 2004-2006 **Catalyst - Competitive Intelligence Knowledge Base Manager**
MARS INCORPORATED – Information Services International, UK
- Management of external information suppliers:
- Managed an information budget of \$500k
 - Negotiated contracts for external information resources
 - Wrote technical specs for customised databases
 - Re-designed metrics used to for quality control of information providers
 - Conducted yearly assessments and reviews of information suppliers
 - Conducted training of end users for information sources
 - Performed quality auditing of external consultancies
 - Team functional expert for internal purchasing system
- Provision of analytical support to the Competitive Intelligence function
- Designed and produced scorecards to benchmark competitors' quarterly performance
 - Produced reports on companies and industry overviews
 - Co-edited a weekly Executive Intelligence Newsletter for senior managers
 - Conducted commodity price analysis
 - Managed team communication
 - Managed one temporary member of staff

Leading private confectionery, food, and petfood company with >\$20bn Sales world-wide

- 2002-2004 **Catalyst - Competitive Intelligence Knowledge Base Administrator**
MARS INCORPORATED – Information Services International, UK
- Managed a current awareness service used by the senior managers
 - Managed a business library
 - Responded to requests for information from senior managers in the business

Leading private confectionery, food, and petfood company with >\$20bn Sales world-wide

- 2000-2002 **End User Effectiveness Analyst**
MARS INCORPORATED – Information Services International, UK
- Developed an intranet website and maintained other three websites
 - Managed European IT training programmes
 - Produced specifically tailored IT reference material
 - Produced global communication programmes for Mars employees worldwide
- Leading private confectionery, food, and petfood company with >\$20bn Sales world-wide**

EDUCATION AND TRAINING

- 2021-2024 **Master of Sciences in TESOL (Teaching English to Speakers of Other Languages)**
University of St Andrews
- MSc in TESOL with a Dissertation on 'Translanguaging in the foreign language classroom. A study in language teachers' use and beliefs conducted in an Italian higher education institute' (Grade achieved: Distinction)

- 2011 **CELTYL (Young Learners Extension to CELTA)**

University of Cambridge

2010 **CELTA (Certificate of English Language Teaching to Adults)**
University of Cambridge

1997-2000 **BA Hons in History & Politics**
Queen Mary & Westfield College, University of London
BA Hons In History & Politics (Grade 2:i)

COMPETENZE PERSONALI

Native Language

English and Italian

OTHER LANGUAGES

	LISTENING	READING	INTERACTION	ORAL PRODUCTION	WRITTEN PRODUCTION
Spanish	B1	B1	B1	B1	B1
French	A1	A1	A1	A1	A1

IT Skills

ECDL Full Standard Certification (7 Modules)
Google Classroom, Zoom
Information Databases: Factiva, D&B, Bloomberg, Lexis Nexis, Euromonitor IMIS, Datamonitor, Mintel, EIU Viewswire.;
Software: Microsoft Office (advanced); HTML; Business Objects; MapInfo; AS400;

Other Skills

Business Research: In-depth knowledge of tools strategic planning and analysis: Michael Porter (5 Forces, value chain, strategic clusters, 4-corner, etc), BCG Matrix, SWOT & PEST, etc.

Training:
40 hours training on Dyslexia 'Dislessia Amica' (2016-2017)
'Special Education Needs' basic course (October 2015)

Driving Licence

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