EUROPEAN CURRICULUM VITAE FORMAT

PERSONAL INFORMATION

Name
: O' DONOHOE, CATHERINE ROSEMARY

Address

Telephone

Fax

E-mail

Nationality

Date of birth

WORK EXPERIENCE

- *May 2015 to present*
- **English Editor**, *Haematologica* , Journal of the European Hematology Association, Published by the Ferrata Storti Foundation, Pavia, Italy
- I edit English manuscripts written by authors from all over the world. It's important in this job to be able to meet various deadlines, as the Journal is published every month. My work involves great cure, concentration and research skills. It also involves the ability to have expertise and diplomacy in the area of public relation , as I have to write to the authors on a daily basis.

- *2006 to present*
- **Private English Tutor**, Pavia, Italy
- I research, create and deliver lessons for one-to-one and group tuition with a wide range of age groups and abilities. Includes preparing children, teenagers and adults for various exams, including KET and PET, helping University students to affront their exams, and concentrating on English for specific purposes.

- *February 2013 to April 2013*
- **Marie Curie Secondary School**, Pavia, Italy
- Acted as Mother Tongue Lector for various classes in the school.
- I researched, created and delivered a set number of lessons to students in order to improve their English comprehension, speaking and listening skills

- *April 2006 to June 2012*
- **Private Elementary School**, Pavia, Italy
- Primary School Teacher of English and Maths, Geography and Science in English for children from 5 to 11 years of age, and Head of English team.
- I was instrumental in aiding the growth of the school through the development of teaching plans for Primary 1 through to Primary 5. I formulated, wrote and taught all of the English programs, and successfully prepared my pupils for the Cambridge YLE Starters, Movers and Flyers Exams. I also ordered resources, created materials, coordinated book fairs, and organised and acted as leader of 6 scholastic trips to schools in other English speaking countries, an innovative

phenomenon which involved, among other things, making and developing new contacts in different countries. I also created and graded tests, carried out parent/teacher meetings, completed registers, and wrote reports for each of my classes.

- *September 2010 to August 2012*
- **San Matteo Hospital** (Respiratory Illnesses Department), Pavia, Italy
- English teacher for group and individual lessons for medical students, biologists and chemists, and qualified doctors.
- I researched, created and delivered various lessons, including those concentrating on Medical English, and helping to prepare students for the European Respiratory Society HERMES Exam.

- *July 2004 to April 2006*
- **The Horner School of English**, Dublin, Ireland
- English Language Teacher for group classes and individual lessons for students aged 18 and over. I also brought students on sightseeing trips around Dublin.

- *July 2004*
- **International House Dublin**, Sutton Park Summer School, Dublin, Ireland
- English Language Teacher for students aged between 12 and 18 years old.

- *January 2001 to September 2003*
- **St Tiernans Community School**, Dublin, Ireland
- Adult Education Program assistant, Information Technology (part-time).

EDUCATION AND TRAINING

2004
TEFL, IH CELTA equivalent intensive 120 hour training course
International House Dublin, Dublin, Ireland

2003 to 2004
Diploma (pending) in Children's Literature
St. Patrick's College, Dublin, Ireland

1997 to 2002
B.A. Honours (2.1) Liberal Arts: English Literature
American College Dublin, Dublin, Ireland

MOTHER TONGUE   ENGLISH

OTHER LANGUAGES

	ITALIAN	FRENCH
• Reading skills	Good	Basic
• Writing skills	Good	Basic
• Verbal skills	Good	Basic

SOCIAL SKILLS AND COMPETENCES

As an English Teacher, good social skills are fundamental in establishing a trusting relationship with one's students; a relationship in which the student feels at ease, unembarrassed and willing to try their best. I also need to be able to transmit information in a way in which the student understands, and as this changes in every situation and with every student, one has to be attuned to the students' abilities and needs. I have had to learn how to communicate with the parents of my pupils, which again varies, and has allowed me to learn how to convey information in a diplomatic way. Living and working in a different culture with a different language has been, and continues to be a huge learning curve for me. The subtleties of language are difficult to navigate, and it has made me very aware of my method of interacting with colleagues, parents of students and my superiors. I have learnt just how important communication is to lead a team or delegate work, and in day to day relations with various people. As an English Editor, I have had to use and develop my skills in a different way, as I have no face-to-face contact with the authors whose manuscripts I work on, I have had to learn to express myself and communicate via the internet, which adds another dimension to the way in which I interact with people.

ORGANISATIONAL SKILLS AND COMPETENCES

As a private tutor, I have learned how to organise myself and my time in the most efficient way possible. Because I work with students who are taking exams, I am responsible for the paperwork involved, and as I also bring some students to Ireland during the summer, I am competent in coordinating groups and writing up and researching projects and budgets. In my work at Primary School I learned a huge amount of organisational and administerial skills, which serve me well to this day, and which I find especially valid and helpful in my work as an English Editor.

TECHNICAL SKILLS AND COMPETENCES

I am reasonably adept at using the basic functions of a computer.

DRIVING LICENCE(S)

No

ADDITIONAL INFORMATION

References:
Professor Elena Lissi, Marie Curie Secondary School, Pavia, Italy
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Professor Federica Meloni, San Matteo Hospital, Pavia, Italy
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