

## Damiano Laviola

### WORK EXPERIENCE

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September 2014 - present

#### Director of Studies

British Institutes, Circonvallazione Trionfale 1, Rome, Italy.

- Supervisor of a group of teachers to ensure the smooth running of courses and make sure all teachers adhere to the requirements of the study programme.
- Teacher for groups/individuals of adults, children and teenagers to prepare for Cambridge and other similar exams.
- Teacher of business and financial English courses.
- Co-ordinator between the managers of the school and the teachers of the courses.

Business or sector Teaching

May 2012 - present

#### Translator/International Relations

Università degli Studi Guglielmo Marconi, Via Plinio, Rome, Italy.

- Supervisor of a group of translators ensuring deadlines are met and organising new work for all of them. - Translation and voiceovers of Italian lectures into English ranging from subjects such as Economics, Psychology, Computer Engineering, Law and Literature.
- Translation from Italian into English of the master degree course in Ancient History, Culture and Civilisation for professor, journalist and literature critic Sebastiano Triulzi.
- Translation from Italian into English of the course on theories and techniques of mass communication and technologies for teaching and education for professor Domenico Morreale.
- Recording of video lessons in English of the course in techniques of mass communication and technologies for teaching and education.
- Lecturer for Computing Engineering degree course on Databases, management of production grids and computer security.
- Translation of Computer engineering and programming courses for professor Fabio Bocci.
- Translation of Economic degree courses ranging from Microeconomic and macroeconomic courses for Professor of banking and insurance at Bocconi University, Renato Giovannini.
- Translation of Green Economic papers for the dean of the economics department for full Professor and ex-budget minister under the Dini government, Rainer Masera.
- Promotion of projects in partnership with the University as well as taking visitors on a tour of the University.
- Contribution during seminars and conferences held at the University to present our English courses to potential students as well as gain successful ACICS accreditation in the USA.

Business or sector Translation/Interpreter

November 2014

#### Italian-English interpreter

Lo specchio Economico, Ciuffa Editore, Via Rasella 139, Rome, Italy.

- Interpreter for an Italian economic magazine for an interview with the U.S. ambassador to Italy, John R. Philips.
- Translation in real time from English to Italian and vice versa. Article can be downloaded from [http://www.specchioeconomico.com/images/PDFrivistaCompleta/Specchio\\_dic2014.pdf](http://www.specchioeconomico.com/images/PDFrivistaCompleta/Specchio_dic2014.pdf)

Business or sector Translation/Interpreter

March 2013 - September 2014

**Airport ground operations**

Fiumicino Airport, Fiumicino, Italy.

- Check in responsibilities for Alitalia and Qatar Airways for international flights from terminal 3 at Rome's Fiumicino airport. This included the verification of all valid documents and visas for international flights to every part of the world and required excellent use and understanding of the timatic.
- Boarding responsibilities for Alitalia and Qatar Airways making sure that the process was done as effectively as possible as well as dealing with special passengers ranging from those who needed assistance, INAD, DEPU, DEPA and young passengers.
- Supporting incoming passengers in order to direct them swiftly to their connecting flight.

Business or sector Airport

January 2014 - July 2014

**Android App developer**

Eyewitness, Birmingham, UK

- Creation of 'eyewitness' app for Android, which allows for the capturing of video, photo and audio to then be sent to authorities with date, time and location of when they were created.
- Planning tasks and organizing work to finish within the tight deadline
- App available on UK Google play store - <https://play.google.com/store/apps/details?id=com.changeagency.eyewitness>

Business or sector Computing

January 2013 - December 2013

**Translator**

Translated.net, 228 Hamilton Avenue, Palo Alto, California 94301

- Translation of documents from Italian to English. These included technical, legal and normal everyday documents.
- Excellent feedback and results ([https://www.translated.net/int/po\\_new.php?id=10778529-MnkNFWHh](https://www.translated.net/int/po_new.php?id=10778529-MnkNFWHh))

Business or sector Translation

December 2012 - October 2013

**English Teacher**

British Institutes

- Teaching Business English for managers, CEOs and supervisors in different sectors ranging from banking, airport and commercial businesses.
- Excellent feedback from all students who managed to understand and use the language more proficiently.

Business or sector Teaching

August 2006 - November 2012

**Sales Manager**

Tourist Travel Service, Via della Tribuna tor de Specchi, Rome, Italy.

- Supervisor within a particular area of Rome to offer new contracts to local businesses for the purchase of services offered by the company (open top bus tours, boat tours, airport shuttle bus and hotels).
- Constant contact with all clients for updates on service and/or administrative tasks.
- Offering and selling tour packages to international clients/partners.

Business or sector Sales/Tourism

March 2010 - April 2012

**I.T. consultant**

Change Agency and Associates Ltd, Birmingham, UK.

- Responsibilities included resolving any technical issues and problems presented at the company and accomplishing them in the shortest time possible.
- Giving advice on any acquisitions that could be of benefit for the company.
- Creation and maintenance of the website [www.the-change-agency.co.uk](http://www.the-change-agency.co.uk).

Business or sector Computing

## EDUCATION AND TRAINING

September 2001 - July 2004

### BSc in Information Technology and Business Economics

Aston University, Aston Triangle, Birmingham, UK

- Databases (mySQL)
- Programming (PHP, Java, Ada)
- Internet Security (Firewalls)
- Marketing (Microeconomics)
- Economics (Macroeconomics, finance)
- Accounting

September 1999 - June 2001

### A-Levels

King Edward VI Five Ways grammar school, Birmingham, UK

- History
- Classical Civilization
- General Studies
- Economics

## PERSONAL SKILLS

Mother tongue(s)

English

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	Excellent	Excellent	Excellent	Excellent	Excellent
Spanish	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient

Communication skills

- I acquired good communication skills during my experience as a sales manager where I learnt to promote the product in the right way. I learnt to be concise and direct and especially be enthusiastic when communicating with potential clients.
- Communication has also been vital during my current work at University where I have had to discuss specific concepts and work with teachers, thus needing to be clear.

Organisational / managerial skills

- Currently manage three translators and it is my role in keeping them updated on new work and seeing that they are adhering to deadlines. If help is needed, I try my best to give it.
- I have had to learn to organize my work, selecting priorities in order to keep to deadlines set by teachers and professors.

Job-related skills

- Team work: During my time as a sales agent, I was able to work as part of a team to ensure the service efficiency for our clients. It was managed among six of us and we communicated among each other to organize the best way to resolve problems.
- Customer service oriented: Firm belief that the customer is right and should have access to correct and quality services and products. For example, translations of university lectures need to be of the highest quality in order for the student to be satisfied of the product.
- Vast knowledge of the economic sector due to my studies, but more importantly during my work at the University. I have successfully translated documents and lectures in economics and have strictly kept to deadlines.

Computer skills

- Good command of the whole Microsoft office suite.
- Excellent knowledge of different operating systems by Microsoft, Apple and Linux
- Good knowledge of new mobile devices, especially iOS8, Android and Windows.
- Good knowledge of Arco and Altea flight computing programs.
- Good use of software such as iPhoto, Mail and iTunes

- Other skills
- Team work: I have played football for twenty years and love working as part of a team
  - Socialize: I enjoy socializing with friends and spending time with my family.

Driving licence Driver's licence B

## ADDITIONAL INFORMATION

- Projects** Impianti reti sistemi informatici (2015) - ISBN: 978-88-464-9876-2, FrancoAngeli editore  
Translation of the book from Italian into English for the full professor of computer engineering at the Università Tor Vergata in Rome. The book deals with how computer systems and networks can be beneficial in everyday lives. The purpose of its translation is to be used by undergraduate engineering students at Marconi University. The book should be completed at the end of 2016.
- Projects** EU tune (2012)  
The project was co-funded by the European Union and allowed students to test their ability to tell stories, addressing a European perspective and exchanging emotions with their peers across Europe. Young students from European Union and Balkan countries approached three different themes: "Yes, that's me!", "European High Hopes" and "Stereotypes". My role involved promoting this project which also included being used as the voiceover for the promotional video. (<http://www.youtube.com/watch?v=oCYEvjnkJKs>)
- Projects** Talete (2013)  
The project focuses its attention on maths and in particular, geometry, in accordance to the school curriculum. Therefore the project research identifies those schedules that represent the concept of "mathematization" better, as the mathematical interpretation of the different aspects of the reality. My role was in promoting this project, with my voice being used for the promotional video. (<http://www.youtube.com/watch?v=7IUQWQKF4V/k>)
- Projects** SiLang  
siLang aims at reinforcing language competence relevant to the workplace through serious gaming by promoting situated language training that familiarizes learners with cultural, societal, and work aspects in various contexts.  
siLang aims at increased efficiency in business communication, competitiveness, and employability; personalized language learning; enhanced appreciation of the cultural and linguistic wealth of Europe. Outcomes will be validated in Greece, Norway, Italy, Portugal, Estonia.  
Role included the promotion of the project with the voice over being used in the video (<http://www.youtube.com/watch?v=eFrtJ6sGrCg>)