

CURRICULUM VITAE TIZIANA GIUNTA GUIDA

PERSONAL DETAILS

Name: Tiziana Giunta Guida

Nationality: Italian

Visa:

Driving licence:

Postal Address:

Email:

Telephone:

ACADEMIC DETAILS

- 1984. Degree (Laurea) Courses in European Languages and Literature**
University of Cagliari (Italy)
Specialization in English (4 years) and Spanish (3 years).
Dissertation is pending.
- 1980. High School Diploma in Teaching, Cagliari (Italy)**

PROFESSIONAL EXPERIENCE

- 2012 - 2015 Freelance Teacher and Interpreter for different Exhibitions held in DUBAI (Camera di Commercio Milano, Regione Lazio, Regione Sicilia e Regione Sardegna)**
- 2006 – 2012 Working for Dubai Exhibition and ICE (Italian Trade Commission) and teaching to SAIPEM Company (E.N.I. Group).**
- 2004 – 2006 ACI Italian Cultural Association DUBAI, UAE**

Teaching Italian and Italian Literature.
Italian lessons at the ETON Institute Dubai.
- 1996 - 2004 High School Teacher, Rome, Italy**

Teaching History, Geography, Italian and English
In addition, I was responsible for coordinating educational and leisure activities and acting as a point of reference for teachers and parents.
- 1995. Managing Director**
Impeco Srl, (Ecological company)
Responsible for developing the client base, negotiating contracts, overseeing bids, recruiting, deploying and supervising the project teams.

1986-1990

**Accountant
Tandil Spa, Italy (Construction industry)**

Started as a secretary. In this position I was responsible for the office administration, including reception, correspondence, filing and traveling arrangements.

In 1987 I was promoted to the position of Accountant, where I had responsibility for payroll, invoices, budget control, accounting records and relations with the banks.

1986.

**Receptionist
Hotel "Il Grillo", Italy**

Greeting visitors, answering queries and providing information on touristic attractions

1985.

**Teacher
Private School "Madonna del Carmine", Italy
Teaching Italian, History, Geography and Social Studies to high school students.**

LANGUAGES

Italian	Mother Tongue
English	Advanced
Spanish	Advanced
Russian	Fair

IT SKILLS

Windows
Explorer

TIZIANA GIUNTA
