

PERSONAL INFORMATION **Yasmin Rech**

WORK EXPERIENCE

30/08/2019–Present Tutor at International Office - Projects Unit

Ca' Foscari University, Venice (Italy)

As Tutor in the International Office of Ca' Foscari University (Projects Unit), I deal with Erasmus+ ICM students coming from many different countries around the world. My job is to help them with bureaucratic procedures such as requesting a residence permit, getting a health insurance and activating an Italian bank account. Furthermore, I help them with procedures connected to the University, such as the Learning Agreement.

09/04/2019–30/05/2019 English Language Tutor

Ca' Foscari University, Venice (Italy)

I have been tutoring the third-year students of English Language (Bachelor) by training them for the written part of the final exam: writing an argumentative essay, using the right academic structure and language.

03/04/2019–06/04/2019 Volunteer in an International Literature Festival - Author Assistant

Incroci di Civiltà, Venice (Italy)

During Incroci di Civiltà 2018 and Incroci di Civiltà 2019 I was assigned two authors: Thanasis Valtinòs from Greece and Sjón from Iceland. My duty was to take them to the social events they had to attend during their stay in Venice, as well as help them if they had any problem.

04/04/2018–07/04/2018 Volunteer in an International Literature Festival - Social Media

Incroci di Civiltà, Venice (Italy)

During the International Literature Festival "Incroci di Civiltà" (Crossroads of Civilizations) my duty consisted in being a support to the social media team, which means keeping up-to-date the different social media (facebook, twitter, instagram) with the many events that were taking place.

04/07/2016–30/07/2016 Assistant Managing Director in a Summer Camp

Language Network, Feltre (Italy)

I was promoted to Assistant Managing Director of the Summer Camp that I worked in for several years, and my role was keeping up to date the weekly enrolments, meeting parents and coordinating the timetable of the Activity Leaders. I also took part in the weekly excursions to help out with the groups.

29/06/2015–31/07/2015 Activity Leader in an English Summer Camp

Language Network, Feltre (Italy)

30/06/2014–01/08/2014 Activity Leader in an English Summer Camp

Language Network, Feltre (Italy)

I was responsible for organizing the activities during the Summer Camp's break times, as well as

tutoring the children during the English lessons in class. I was also in charge of a small group during the weekly excursions. The aim of my role was to facilitate the communication between the teachers and the Italian pupils

EDUCATION AND TRAINING

- 10/09/2010–09/06/2015 **High School Diploma**
Liceo Scientifico, Feltre (Italy)

- 07/09/2015–02/07/2018 **Bachelor's Degree in Language, Civilization and Science Language**
Ca' Foscari University, Venice (Italy)

- 31/08/2017–23/12/2017 **Exchange Programme**
Erasmus University, Rotterdam (Netherlands)

- 10/09/2018–Present **Master's Degree Programme in Language Sciences**
Ca' Foscari University, Venice (Italy)

- 06/07/2019–06/07/2019 **CEDILS - Certification in Didactics of Italian Language as a Foreign Language**
Ca' Foscari University, Venice (Italy)

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
German	B1	B2	B1	B1	B2
Italian Sign Language			A1	A1	

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills -Good communication skills with both children and adults gained through my experience as Activity Leader and later as Assistant Managing Director in a Summer Camp.

-Good relational skills with people with really diverse backgrounds and cultures gained through my previous study experiences abroad and through the role of Tutor for Erasmus+ ICM students that I am currently covering.

Organisational / managerial skills Good organizational skills gained through my experience as Assistant Managing Director, where I had to keep track of the enrollments and payments.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving

Independent user	Independent user	Basic user	Independent user	Basic user
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Digital skills - Self-assessment grid

Driving licence B