



Alis-Elena MARINCIA

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Driving Licence B

EDUCATION

2016- present Ph.D in Philology
Pitesti *University of Pitesti*
Romania

2013-2015 Master Degree: "Modern Languages and International Communication"
Pitesti *University of Pitesti*
Romania

2010-2013 Bachelor Degree: "French and English Language and Literature"
Pitesti *University of Pitesti*
Romania

2015 Trainer Certificate
Pitesti *Avangarde Business Academy*
Romania

LANGUAGES

English: Advanced

French: Advanced

Spanish: Beginner

Romanian: Native

WORK EXPERIENCE

From 08/2017 to present - Bucharest, Romania

LITTLE LONDON INTERNATIONAL ACADEMY/ Liceul Teoretic Little London

Foreign Languages Teacher

- Teach skills and knowledge in foreign language (French/ English) instruction to students.
- Develop lesson plans and supplementary materials compatible with the basic instructional philosophy.
- Provide learning experiences which develop the basic communication skills, utilizing tape recorders and other electronic equipment as appropriate.
- Provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Develop pupil understanding and appreciation of culture of countries where the studied language is spoken.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Evaluate each student's progress in aural comprehension, speaking, reading, and writing the foreign language in relationship to the level being taught.
- Select and requisition books, instructional aids, and instructional supplies; maintain required inventory records.

- Identify student needs, and cooperate with other professional staff members in assessing and helping student solve health, attitude, and learning problems.
- Communicate with parents and school counselors on student progress.
- Supervise students in out-of-classroom activities during the assigned working day.
- Participate in curriculum and other developmental programs.

From 09/2015 to 08/2017- Bucharest, Romania- Saint-Quentin en Yvelines, France

ASSYSTEM

Recruiter

- Establish recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Build applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Determine applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; using job boards.
- Determine applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arrange management interviews by coordinating schedules;
- Manage intern program ;
- Updates job knowledge by; reading professional publications; maintaining personal networks; participating in professional organizations.

From 02/2014 to 09/2015- Pitesti, Romania

Theological High school « Elim » / School « B.Gheorghescu »

French/English Teacher

- Planning, preparing and delivering lessons to all students in the class;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Assigning work, correcting and marking work carried out by the students;
- Promoting the general progress and well-being of individual students, groups of students or class entrusted;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;
- Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school;
- Making use of audiovisual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons.

From 04/2012 to 06/2012- Mioveni, Romania

Renault Group

Human Ressources Intern

- HR Intern in the coordination staff for the internships 'Drive Your Future' 2012;
- Translation of specialized documents;
- Organization of foreign languages trainings for the interns;
- Organization of workshops for the interns;
- Participation at the Hiring Events.

From 10/2011 to 05/2012- Pitesti, Romania

“Dinicu Golescu” Library – Department of Arges

Communication Department Intern

- Organization of exhibitions, conferences and new book releases;
- Participation at the books acquisition to enrich the library stocks
- Books and other documents indexation following certain technical rules;
- Collaboration at the conservation tasks for the books and documents.

From 10/2014 to present- Pitesti, Romania

Int Prolang Education

French/English Trainer

- The management of the students groups;
- Planning, preparing and delivering lessons to a range of classes and age groups;
- Preparing and setting tests, examination papers and exercises according to the Cambridge, TOEFL and DELF curriculum ;
- Marking and providing appropriate feedback on oral and written work;
- Attending and contributing to training sessions;
- Participating in marketing events for the language school;
- Basic administration, such as keeping student registers and attendance records
- Translation documents.

Auxiliary Functions:

- Responsible- Language and Communication Commission: sept 2014 – sept 2015
- Member of the Board of Faculty of Letters, University of Pitesti: 2012 – 2014

INTERESTS

Certificates :

- Course: Orientation to Educational Neuroscience – Central Queensland University, Australia
- Workshop: “Hands-on practice for Trinity GESE Grade 1 (CEFR level: Pre-A1)”.
- Webinaire « Intégrer le numérique en classe, pourquoi et comment (quelques pistes)? »
- Workshop Adrien PAYet
- IB – MYP Teacher Certificate
- EEC Course: Overview of Cambridge English: Young Learners

- Computer Operator – texts, images - CCD Argeş
- Continuing Professional Development Programme - Le Français pour des projets internationaux- CCD Argeş

- Teacher Certification – Ist Level
- Teacher Certification – IInd Level

- Linguistic Certificate (2010) –English- B2
- Digital Competence Certificate – experienced user

Publications:

- *Jouez avec le français !* – Ed. Delta Cart Educational, Pitesti 2014 (with Prof. Pascu Bianca Floriana)
- *Récitez, chantez, colorez en français !* – Ed. Delta Cart Educational, Pitesti 2014 (with Prof. Pascu Bianca Floriana)

Hobbies :

- Painting, Playing the guitar, Reading, Psychology, Travelling.

