

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name [ CAMILLERI FAVA ELIZABETH ]  
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Nationality Maltese  
Date of birth [ 16 JULY 1961 ]

WORK EXPERIENCE

- Dates (from – to) **MAY 2009 –**  
• Name and address of employer Koperattivi Malta (Part-Time)  
• Type of business or sector Management  
• Occupation or position held Projects Coordinator  
• Main activities and responsibilities Coordinating various EU Projects
  
- Dates (from – to) **FEB 2009 – DECEMBER 2012**  
• Name and address of employer Central Cooperative Fund  
• Type of business or sector Trust Fund  
• Occupation or position held Secretary to the Committee  
• Main activities and responsibilities Coordinating various the work of the Committee
  
- Dates (from – to) **FEB 2007 – DEC 2008**  
• Name and address of employer Fenlex Corporate Services Ltd  
• Type of business or sector Corporate Services  
• Occupation or position held Translations & Project Management  
• Main activities and responsibilities I mainly do translation and proofreading and checking of documents & project management
  
- Dates (from – to) **JULY – DECEMBER 2008**  
• Name and address of employer Outlook Coop  
• Type of business or sector Management & Communications  
• Occupation or position held Researcher  
• Main activities and responsibilities Media Monitoring Project
  
- Dates (from – to) **2005 – 2006 (2 YEAR CONTRACT)**  
• Name and address of employer Outlook Coop  
• Type of business or sector Management & Communications  
• Occupation or position held Operations Executive  
• Main activities and responsibilities Together with a team we managed an employment project
  
- Dates (from – to) **2004 - 2005**  
• Name and address of employer IELTS

- Type of business or sector Tourist sector
  - Occupation or position held Teacher of English
  - Main activities and responsibilities Teaching English as a foreign language to students coming from countries all over the world including Western and Eastern Europe, Russia and Asia
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- Dates (from – to) **1999 - 2004**
  - Name and address of employer Alert Communications Ltd
  - Type of business or sector Multimedia
  - Occupation or position held Marketing Executive/Project Manager
  - Main activities and responsibilities Marketing the services and products of the company, meeting clients and discussing their requirements with regards to multi media including e-commerce, websites, internet marketing and advertising and search engine submissions. Preparing quotations and project managing the clients' e-business requirements.
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- Dates (from – to) **1995 - 1999**
  - Name and address of employer DHL International Ltd
  - Type of business or sector Freight Forwarding
  - Occupation or position held Commercial Manager
  - Main activities and responsibilities I headed the marketing department, prepared yearly marketing plans and projections co-ordinating the local scenario with international projections. Traveled four times a year to the quarterly Commercial Managers meetings held in Brussels, Vienna and London
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- Dates (from – to) **1993 - 1995**
  - Name and address of employer Miles International Ltd
  - Type of business or sector Freight Forwarding
  - Occupation or position held Marketing Manager
  - Main activities and responsibilities I assisted in the set-up of this new company and prepared yearly marketing plans and projections
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- Dates (from – to) **1990 – 1993**
  - Name and address of employer Salvo Grima Freeport Services Ltd
  - Type of business or sector Freight Forwarding / Freeport Services
  - Occupation or position held Marketing Executive
  - Main activities and responsibilities I formed part of a team in charge of setting up this new venture. During this span I traveled regularly, attending trade fairs, exhibitions and conferences, as part of the marketing efforts of the Group. I was also part of the organising team of various exhibitions and conferences we attended.
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- Dates (from – to) **1980 – 1990**
  - Name and address of employer Salvo Grima & Sons Ltd
  - Type of business or sector Shipping
  - Occupation or position held Operations Executive
  - Main activities and responsibilities I was in charge of the day-to-day running of the ship supply department, was in contact with foreign ship owning companies and managed crew changes locally. I also traveled regularly to Trade Fairs and Exhibitions.
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- Dates (from – to) **1979 – 1980**
  - Name and address of employer Kidds Property Services Ltd
  - Type of business or sector Renting of holiday apartments
  - Occupation or position held Secretary
  - Main activities and responsibilities I undertook the various day to day secretarial work of the company

## EDUCATION AND TRAINING

- Dates (from – to) **1996-2001**
- Name and type of organisation Henley Management College

providing education and training

- Principal subjects/occupational skills covered
  - Title of qualification awarded
    - Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
    - Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
    - Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded

#### **PERSONAL SKILLS AND COMPETENCES**

*Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.*

#### **MOTHER TONGUE**

#### **OTHER LANGUAGES**

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

#### **SOCIAL SKILLS AND COMPETENCES**

*Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.*

#### **Business Administration**

MBA

**1993-1996**

University of Malta

Management Studies

Dip. MS

**1977-1979**

M.C.A.S.T – Msida

Secretarial Studies

Diploma

#### **PRIMARY & SECONDARY EDUCATION**

St. Francis School – Balzan

St. Venera Gilrs' Secondary School

National Curriculum

O Levels

[ MALTESE ]

[ ENGLISH ]

[ Indicate level: excellent ]

[ Indicate level: excellent ]

[ Indicate level: excellent ]

[ ITALIAN ]

[ Indicate level: good ]

[ Indicate level: good ]

[ Indicate level: good ]

I am a very sociable person, and enjoy meeting people. Practically all of my jobs have been in the service industry where meeting and dealing with people is very important, not to say crucial. I have worked with people from various nationalities in my job with Salvo Grima & Sons Ltd., where the people I dealt with were mainly high ranking personnel in the shipping world - officials of the vessels, foreign ship representatives and people I met when on business trips abroad, both when visiting clients and when attending various conferences and seminars.

In my job with DHL International which is a multinational company, the General Manager locally was foreign, and I used to attend meetings in Brussels, Austria and London with other managers from the different countries, apart from the annual meetings we used to have in Malta when the Regional Directors visited Malta to discuss the progress of the company and plans for the future.

ORGANISATIONAL SKILLS  
AND COMPETENCES

*Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.*

In most of my jobs I had people reporting to me and had to co-ordinate the day-to-day running of my department. When traveling to exhibitions which the company participated in, together with my colleagues we had to project manage and organize the trip and our stand at the exhibition. Moreover, in my previous job I also had to project manage the various multimedia projects.

Locally I do voluntary work for Attard Parish where I live and am the co-ordinator of the Administrative Commission. I was in charge of project managing the development of the website which also won an award in the Web Award Competition organized by Datastream.

In May 2009 I was appointed Secretary to the Committee of the Central Cooperative Fund. The purpose of the Central Cooperative Fund is to promote cooperative education, training, research, and development of the cooperative movement in the Maltese Islands.

TECHNICAL SKILLS  
AND COMPETENCES

*With computers, specific kinds of equipment, machinery, etc.*

I am capable of using word, excel, power point, have a working knowledge of Access, and can use the internet efficiently. In fact my last job involved Internet Marketing and search engines submissions.

ARTISTIC SKILLS  
AND COMPETENCES

*Music, writing, design, etc.*

I learnt to play the piano up to grade 3. I enjoy writing for my own personal enjoyment.

OTHER SKILLS  
AND COMPETENCES

*Competences not mentioned above.*

I am married with two children, and my hobbies are reading in English, Maltese and Italian, traveling, swimming, fencing and reading. I am currently studying German.

- 1996 I followed a training programme in "Trainer Skills" a total of 32 training hours at DHL Worldwide Express
- 1995 – 2000 Volunteer Adviser – Young Enterprise Malta
- 1997 – 1998 Judge on the Young Enterprise Judging Panel
- 1999 Followed a course in "Edward De Bono's Thinking Methods" at St. Edward's College, Cottonera comprising:  
-Six Thinking Hats for Education  
-CoRT Level 1  
-An Introduction to Lateral Thinking
- 2004 During March/April I followed a 60 Hour TEFL Course
- I followed a 6 month translator course, specifically for EU Documentation and am now a certified translator.
- I sat for an A level standard exam in English for TEFL teachers and have also proof read the English version of documents which were translated from Italian into English
- 2005 During 2005 and 2006 I hosted and taught English to foreign students, which was very enjoyable. It was also a positive experience for the whole family.
- I used to do marketing consultancy mainly with regards to website projects.
- 2005- I have been translating, proofreading and checking documents for the EU from English to Maltese since October 2005. Apart from translating various documents from English to Maltese and vice versa. Since 2006 I have been proofreading documents from English to Italian and vice versa for a UK based translation company, and have recently proofread a book which this company was editing. I have done work for various companies related to the EU such as

translating voiceovers for the European Parliament and currently also translating various websites manuals and books for EUN Schoolnet. Recent projects also include being part of the Localization team of Microsoft Windows Live (2010), Microsoft and WWLI WinLive, Vista (2008), Microsoft XP, Vista and Windows 7, Windows 8, the Air Malta website, the website of Arriva, the Mental Health, HSBC Voice Scripts etc.

I was also commissioned to translate the manual for Persons with disabilities from Maltese into English and the code of ethics of the Counselling Profession in Malta, apart from other related translations.

2008-2009 I followed a Proofreaders' course at the University of Malta which led to a Certificate in Proofreading. Since finishing the course I have done translations from Maltese into English for various companies including Glocalmedia, European Schoolnet, localisation projects. I also translate and check documents for the company I currently work with, Koperattivi Malta

July 2011 I completed an 18 hour a Neuro Linguistic Programming Business and Personal Coaching and Training Course Programme in Empowered Communication

#### DRIVING LICENCE(S)

Local clean driving license

#### ADDITIONAL INFORMATION

##### References:

Danosh Nasrollahi – European Schoolnet - Belgium

Patrick Beacom - Lexicom Translation Services Ltd / Inter-com Translations - UK

Hilary Caruana – Managing Director, Outlook Coop - Malta