

CURRICULUM VITAE

Lisa Sarti
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Personal Data

Place of birth: Florence
Date of birth: June 23rd, 1969
Nationality: Italian

Education

February 1997 Laurea degree in Modern Languages, University of Florence, 105/110
June 1988 High School Diploma, Liceo Scientifico Cavour, Florence, 54/60

Employment History

Fall 2006 Hunter College, Instructor of Italian

December 2002 – July 2006 Rutgers, The State University of New Jersey
Program Assistant and Instructor.
Responsibilities include:

- helping the Director run the Program activities
- working with students (housing issues, orientation, visa issues)
- setting up excursions (selecting sites, booking buses, tour-guides and hotels)
- arranging classroom space
- dealing with the administration of the University of Florence
- traveling with the group
- organizing parties and receptions
- helping in selecting local instructors and keeping contacts with them

- providing the necessary continuity with local authorities, groups and institutions, as the program director changes every year
- teaching a wide variety of courses, in both English and Italian
- tutoring and mentoring year-long students taking classes at the University of Florence

June 2004- July 2004	University of San Diego – Law Program in Florence Instructor of Italian language courses
October- November 2002	Smithsonian Learning Tours, Washington DC Siena Sabbatical Program Instructor of Italian language courses
January 2001- November 2002	CET Academic Programs, based in Washington DC Assistant Director to the Vanderbilt Program in Siena Responsibilities included: <ul style="list-style-type: none"> - producing and maintaining student records and administrative documents - assisting the Resident Director with planning and implementing student orientation sessions - organizing special activities and trips - supervising weekly student activities - taking care of office accounting and assisting with managing finances - administrative support (e.g. Internship placement process, student field projects, special projects) - assisting students in their daily needs
September 1999- December 2001	Italica – Italian Language for foreigners, Florence, Italy Instructor of Italian Language courses
July 1998- July 1999	Gucci Italia Spa, Florence, Italy Customer Service representative for American clients
September 1996- June 1998	Saima Avandero, Prato, Italy Instructor of English language courses for employees
June 1997- August 1997	Westbourne School, London, England Instructor of Italian language and culture courses
February 1996- June 1998	Centro Conit, Florence, Italy Translations

Instructor of Italian language courses for foreigners
and English language courses for employees

January 1995-
November 2002 Cooperativa Servizi, Florence, Italy
Temporary Jobs (translator and interpreter for congresses,
meetings and cultural exhibitions)
Clerical work

March 1992-
December 1994 Italimex Srl, Prato, Italy
Responsible for Import/Export relations
Customer service representative

Courses taught for Hunter College

Fall Term 2006 - Italian 101

Courses taught for Rutgers University

Spring Term 2006 - Advanced Italian Conversation
- 20th Century Italian Literature
(in Italian, Pirandello's Short Stories)
- Advanced Italian Grammar, and Translation

Fall Term 2005 - Italian Conversation – Intermediate level
- Contemporary Italian Literature
- Advanced Italian Grammar, Reading and Composition

Spring Term 2005 - Advanced Italian Conversation
- Italian Women Writers in the 19th and 20th Centuries
(in Italian, co-taught with Prof. Andrea Baldi)
- Advanced Italian Grammar, Reading and Composition

Fall Term 2004 - Advanced Italian Grammar
- Contemporary Italian Literature (taught in Italian)

Spring Term 2004 - Advanced Italian Conversation

Fall Term 2003 - Italian Culture (taught in English)
- Elementary Italian Grammar
- Intermediate Italian Grammar

- Advanced Italian Grammar

Spring Term 2003

- Italian Literature from its origins to the present (taught in English)

Additional Courses

Summer 2004

Intermediate Italian Grammar

University of San Diego – Law Program In Florence

Fall Term 2002

Surviving Italian (taught in English and Italian)

Smithsonian Learning Tours

Languages

Native speaker of Italian, fluent in English, with good knowledge of German and Latin, and elementary Russian and Spanish