

# Hannah Thompson, MA & BA

## Curriculum Vitae

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### PERSONAL DETAILS

Telephone: +39 348 481 4465

British & Irish Passport

Resident in Rome, Italy

D.O.B: 02.07.1990

Email: hannahathompson@outlook.com



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### EDUCATION & QUALIFICATIONS

- **MA Education (Distinction)** – The University of Worcester, 2014
- **Cambridge CELTA** – Ruskin College, Oxford, 2012
- **BA Sociology & Philosophy (Honours 2:1)** – The University of Liverpool, 2011
- **A-Levels** – English Language & Literature, Art History, European History, Philosophy, Ethics & Sociology, 2008

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### SKILLS AND CAPABILITIES

- Proficient in **English**; Conversational in **Italian** and **Spanish**
- Strong interpersonal skills and thrives in a **team-oriented** environment
- Extensive **administrative experience** in international settings
- Proven ability in **client relationship management** and creating new client portfolios
- Excellent **organisation** and ability to manage high workloads
- Solid background in **international education** and **program coordination**
- Competent in **Microsoft Office Suite** and contract management
- Experience in writing and negotiating **formal agreements**

## EMPLOYMENT HISTORY

### **Partnership Coordinator & Administration Assistant**

Libutti - Trotta Law Firm, Rome | **September 2022 - Present**

- Manage partnerships and administrative duties in a legal setting, collaborating with international clients
- Develop and maintain organisational systems to streamline processes

### **Project Coordinator**

The United Network (IMUN & NHSMUN), Rome | **September 2022 - Present**

- Coordinate UN-model projects, focusing on educational programs for students aged 15-25
- Facilitate partnerships between global institutions and provide administrative support

### **International Commercial Advisor & Administrator**

Urespec, Rome | **September 2020 - September 2022**

- Advised international clients on commercial matters and handled key administrative tasks
- Managed a high volume of detailed information and supported decision-making processes

### **International Teacher**

Ambrit International School, Rome | **September 2020 - August 2021**

The British School of Cordoba, Spain | **September 2015 - September 2020**

- Delivered curriculum and fostered student engagement in multicultural learning environments

### **Primary Teacher**

Powick Primary School, Worcester, England | **September 2014 - September 2015**

- Taught primary-level students, focusing on individual development and academic excellence

### **Programme Coordinator**

Camp America, Kentucky, USA | **June 2014 - September 2014**

- Coordinated summer programs for international students, managing logistics and team organisation

### **Sales & Customer Service Representative**

Apple, Liverpool, England | **September 2009 - June 2014**

- Provided excellent customer service and sales, ensuring customer satisfaction and loyalty
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## REFERENCES:

Available on request