

# ERICA DATI

## CONTACT

- ☎ (+44) 7873641816
- ✉ ericadati@live.co.uk
- 📍 Northolt, Greater London UB5
- 🌐 [www.linkedin.com/in/ericadati](http://www.linkedin.com/in/ericadati)

## EDUCATION

2019 - 2022

**KING'S COLLEGE LONDON - BA**

- Classical Studies BA - 2:1
- Subject Representative

2017 - 2019

**ST. DOMINIC'S SIXTH FORM COLLEGE - A LEVELS**

- English - A\*
- Psychology - A
- Classical Civilisation - A
- Extended Project Qualification - A

## LANGUAGES

- **English** - Native
- **Japanese** - Proficient
- **Italian** - Intermediate
- **French** - Basic

## SKILLS

### Project Management

Executed cultural workshops and educational events, overseeing every stage from concept development to completion.

### Data Administration

Compiled and tracked student results using Excel and analyzed the data to identify trends, to meet individual learning needs.

### Creative Program Design

Produced visually appealing social media content to support marketing and promotional efforts.

## PROFILE

Culturally aware and highly adaptable professional with experience in education and cross-cultural communication. Skilled in connecting with diverse student populations, promoting educational programs, and fostering academic opportunities.

I'm eager to apply my cultural insights and global perspective to connect with university students, promote educational programs, and support their academic journeys.

## EXPERIENCE

### Assistant Language Teacher

2022 - 2024

Niigata Prefecture, Nagaoka Board of Education, Japan - JET UK

- Instructed English as a foreign language and led classes for students aged 7-15 at ten various Elementary and Junior schools.
- Promoted global perspectives and foreign culture through tailored lessons and activities, emphasizing the importance of international engagement.
- Created and implemented a tech-friendly platform in the classroom, utilizing Microsoft Power Point and demonstrating strong project management and digital literacy.
- Assisted in evaluating student progress through speech performance tests and writing assessments, producing feedback to tailored instruction using Excel to track results and streamline communication with parents and teachers, ensuring a well-rounded support system.
- Participated in ongoing training and workshops to stay updated on best practices in language teaching and cultural education, applying new strategies to improve classroom effectiveness.
- Organized and led workshops for 3 adult learner classes and the first 'English Lab' community, enhancing public speaking and intercultural communication skills, essential for guiding students through their academic transition.

### English Camp Leader

Assisi, Italy - THE ENGLISH TEACHING COMPANY

8/2022

- Designed and led language-based programmes for diverse groups of students aged 7 to 14, creating engaging, culturally enriching activities that fostered language development and cross-cultural exchange.
- Developed content for lessons and discussions, highlighting global traditions and values.
- Managed a team of camp counsellors and volunteers, ensuring smooth operations through effective leadership and project management.
- Facilitated communication between campers, parents, and staff, managing meetings and translating information, akin to managing client relations, ensuring accurate information flow.
- Provided constructive feedback and mentoring while fostering cultural awareness, demonstrating attention to detail and intercultural sensitivity.

## Administrative Skills

Successful handling of general administrative tasks, such as sending out materials, compiling lists, and managing schedules.

## Public Speaking

Confident and engaging speaker with classroom management and delivering presentations / leading workshops.

## Marketing and Publicity

Experience in project marketing, including creating promotional materials and social media management.

## Microsoft Office 365

Proficient in Word, Excel, and PowerPoint, utilizing these tools for creating detailed project plans, schedules, tracking progress, and developing engaging presentations.

## Customer Service

Experienced in providing attendee support and ensuring a positive experience at events.

## Cultural Awareness and Sensitivity

Fostered cultural understanding and appreciation through tailored programming and content, engaging with diverse audiences and promoting cross-cultural exchange.

## AWARDS

- **Kizuna Ambassador** - JET UK 2024
- **Japanese Language Course , intermediate B1** - KING'S COLLEGE LONDON, 2019-2020
- **Employee of the Month Award** - SHORYU, JAPAN CENTRE 2022
- **Subject Representative for Classics** - KING'S COLLEGE LONDON, 2020
- **Lourdes Pilgrimage Volunteer** - DIOCESE OF WESTMINSTER , 2019
- **Music Examination Certificates** - Piano Grade 8, TRINITY  
Violin Grade 3 ABRSM

## Front of House | Team Leader

2019 - 2022

Carnaby, London - SHORYU, JAPAN CENTRE

- Initially promoted from waitress to Team Leader, recognized for exceptional leadership and organizational skills, reflecting an ability to take initiative and manage teams effectively.
- Successfully led and motivated a team of staff, ensuring seamless coordination and efficient execution of tasks.
- Coordinated multiple tasks with strong time management and organizational skills, promptly addressing guest inquiries and resolving complaints in a high-pressure environment.
- Trained staff in effective upselling techniques, contributing to increased sales. Won an upselling competition among our 11 branches, securing a 23% lead over our competitors.
- Engaged with an international clientele in the heart of London's tourist area, promoting Japanese cuisine and cultural values, fostering cross-cultural exchange and enhancing public relations.
- Thrived in a fast-paced, dynamic environment, overseeing customer service, team mentoring, and maintaining high standards, valuable skills for supporting students and managing the student communication process.

## Language and Marketing assistant

8/2021

Tokyo, Japan - E-LINGO ACADEMY

- Designed and produced visually engaging social media content using Canva, enhancing the company's online presence and promoting brand identity.
- Led one-on-one Zoom sessions with Japanese adult learners, tailoring content to different proficiency levels, showcasing adaptability and effective communication.
- Managed schedules across two time zones, demonstrating strong organizational skills and the ability to navigate virtual meetings and online coordination, valuable in coordinating international collaborations for cultural initiatives.
- Developed and executed marketing strategies for project promotion, including creating promotional materials and managing public relations efforts to increase visibility and engagement.

## English Tutor

3/2021

London, UK - COACHBRIGHT

- Tutored Year 11 students in GCSE English Literature and Language through personalized one-on-one and group lessons via online meetings, demonstrating strong skills in remote education and virtual engagement.
- Developed tailored lesson plans aligned with the GCSE syllabus, focusing on key areas such as reading comprehension, essay writing, and exam techniques, reflecting the ability to create customized content and project materials.
- Adapted lesson materials to meet individual students' needs, showcasing flexibility and responsiveness.
- Designed and delivered interactive online lessons using Teams and Google Classroom, highlighting proficiency in creating engaging digital experiences and managing virtual project components.