



PRISCILLA TRIVISONNE

PERSONAL INFO

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EDUCATION

MA in Modern Foreign Languages,
Literature, Linguistics, and
Translation - English, French

Sapienza University of Rome (2014 - 2017)

BSc in Languages, Cultures,
Literatures, Translation

Sapienza University of Rome (2011 - 2014)

TRAINING COURSES

Fundamentals of Digital Marketing

Google/The Open University (2023)

ECDL

Oxford Brookes University (2021)

CELTA - Certificate in Teaching
English to Speakers of Other
Languages

British Study Centres Oxford (2017)

OXFORD BROOKES UNIVERSITY STAFF DEVELOPMENT COURSES

Communicating Assertively
Managing and Engaging Staff
Leading Productive Meetings
Personal Time Management
Leading a Resilient Team
PDR for Managers

Dedicated to enhancing access to quality education and contributing to its inherent value, my professional journey reflects a diverse range of roles spanning education, language instruction, conference organization, and university administration. By teaching English as a second language, organizing conferences, and actively participating in the efficient functioning of libraries and administrative tasks, I have cultivated a deep understanding of the multifaceted nature of educational environments. My commitment to promoting the significance of lifelong learning underscores my passion for educational initiatives that contribute meaningfully to societal betterment.

WORK EXPERIENCE

Editing & Proofreading Services for Academic, Scientific Paper and Medical Manuscripts

Cardiovascular Institute, Azienda Ospedaliero-Universitaria di Ferrara, Cona (FE), Italy (2017 - Present) / remote collaboration

- Edit and proofread medical manuscripts for accuracy and clarity.
- Improve the quality and coherence of papers.
- Apply specialized knowledge to ensure precision in scientific terminology.
- Deliver timely meeting strict deadlines.

Business English Lecturer

EM Normandie Business School - Oxford Campus (October 2022 - Present)

- Designing and implementing curriculum to enhance students' communication skills.
- Facilitating engaging classroom discussions and promoting student participation.
- Providing personalized feedback and support to help students excel in professional business communication.

Business Development Office

Faculty of Health and Life Sciences - Oxford Brookes University (2023 - Present)

- Build and maintain strong relationships with industry professionals, businesses, and academic staff.
- Collaborate with stakeholders to develop and refine CPD courses based on industry needs.
- Analyse data to understand the target audience and competitive landscape.

CPD Programme Administrator

Faculty of Health and Life Sciences - Oxford Brookes University (2019 - Present)

- Verify and maintain web page accuracy for assigned CPD courses.
- Aid students throughout the application process, providing course details and dates.
- Establish communication with off-site Trusts for enrollment information and deadlines.
- Oversee CPD student enrollment and maintain the CPD portal with updates and additions.

Programme Portfolio Manager for HLS CPD unit

Faculty of Health and Life Sciences - Oxford Brookes University (2022)

- Manage an administrative team, including workload allocation, performance management, and recruitment.
- Develop and implement administrative systems to enhance the student experience and ensure efficient services.
- Provide excellent service to prospective and current students, including recruitment, enrollment, and problem resolution.
- Organize and maintain programme information, ensuring document quality standards are met.
- Foster effective communication and build purposeful relationships with internal and external stakeholders.