

CURRICULUM VITAE



PERSONAL INFORMATION

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English

CAREER HISTORY

- Date (from - to)
Company

From September 2004 to present

"Michele Buniva" Secondary School, "Brignone" Middle School, San Secondo Middle School, The Maria Immacolata Institute, Alfa Romeo, Fiat, ITT Industries, Corcos, ZF Sachs, Stabilus, IFE (Istituto Formazione Per Estetiste), SKF Industries S.p.a. Casa di Arti e Mestiere, Turin University, Sestriere Council, Sestriere Tourist Office, Mind Performance.

Position

Main responsibilities

English teacher/Translator (self employed)

Teaching Designing and providing courses from elementary to advanced level. Providing tuition and exam practice for the British Institute certificates, Trinity exams, CAE, First Certificate, TOEFL, PET and Economics degree.

Translating Recent work includes translation and revision of book, "The Prodigious Memory" by Matteo Salvo, English course "Memo English" published by Gribaudo Editorial, scientific articles for Turin University and editorial and publicity material for Sestriere Council and Sestriere Tourist Office.

Photo Journalist

Corriere Sportivo
Replay Magazine, Pinerolo
Sports Journals

Graphic/Web Designer

siti web – www.englishprof.it site dedicated to English Pronunciation
www.photopro.it photographic portfolio
www.windshot.it Siberian Husky kennel
www.hyperbike.it mountain bike shop

Date	May 2002- May 2004
Company	Inghams Hotelplan Ltd Travel Agency
Position Responsibilities	Tourist Guide Comprising four seasons at the resorts of Lake Maggiore, Sestriere and Lake Bolsena. Responsible for setting up new resorts at both Sestriere and Lake Bolsena. Duties included co-ordinating the airport and coach transport, liaising with hotel staff re booking requirements and travel/meal/accommodation arrangements, delivering guests to and from resort, settling guests in resort, welcome meetings, regular hotel visits to ensure wellbeing of guests, liaising with excursion/après ski suppliers, devising and guiding all excursions and après ski activities, sales and accounts.
Date	February 1999 – June 2001
Company	Spring Recruitment / Adecco / Manpower National Health Service Eaton Smith Solicitors
Position Responsibilities	Personal Assistant/ Secretary Temporary contracts on behalf of several Leicester based agencies. Short term assignments include secretary to the Operations Director - Arnold Lodge (NHS Mental Health Medium Secure Unit), secretary - gynaecology dept, Leicester Hospital, Long term positions as follows: <ul style="list-style-type: none"> - Jan 01 - May 01 - PA to Public Health Consultant @ Leicestershire Health - Nov 00 - Jan 01 - Secretary, Urology Department, Leicester General Hospital - May 00 - Nov 00 - PA to Director of Performance Review <ul style="list-style-type: none"> - PA to Deputy Director of Finance @ Leicestershire Health - Oct 99 - May 00 - PA to Locum Psychiatrist @ Leicestershire & Rutland - April 99 - July 99 - Team Secretary @ Community Mental Health Unit PA/secretarial duties at Health for Leicestershire – Scheduling, preparing for and minuting meetings, liaising with Trusts, GP's, the University and internal staff (full use of Microsoft Outlook). Typing reports, memos agendas and minutes (Microsoft Word 97). Updating staff sickness and absence details (Excel). Producing overheads and presentations (Powerpoint). PA/secretarial support for Locum Forensic Psychiatrist - A six month assignment working for a newly formed Trust. Key role to provide personal, secretarial and admin support to Acting Lead Clinician, Dr Enda Hayden (in addition, support to the p/t Psychologist, CPN Manager and 5 CPNs). Specific responsibilities for setting up office systems, creating files and forms, organising Dr Hayden's diary, arranging CPA reviews, liaising with CPN's/social workers/GPs/Home Office etc. Typing up confidential material relating to patient referrals and ongoing psychiatric treatment. Creating slide presentations, teaching packs and posters.
Date	Legal Secretary, Eaton Smith Solicitors. Matrimonial department and Personal Injury. March 1996 – February 1999
Company	Johnson Consultancy Ltd
Position Responsibilities	Create and manage media campaigns, target national, regional and specialist/trade press. Write press releases, articles and publicity material. Maintain strong media relations and actively pursue individual journalists in order to "sell stories". Organise and attend meetings/press conferences/public events. Set up venues, facilities and compile pre-publicity, media packs, programmes and advertising. Follow national and regional media in order to piggyback current issues. Initiate and pursue stories, events, sponsorships, and promotions etc. Manage all incoming media enquiries on both positive and potentially negative issues. Advise and brief clients on ongoing issues and handling of interviews/press calls/television documentaries. Monitor success of PR campaigns and report back to clients. Create picture ideas and brief photographers. Set up and maintain photo libraries. Main client - Harry Ramsden's plc - Handling national PR for the group (34 restaurants worldwide) eg Expansions (eg William Jacksons contract, Butlins) Crisis management issues (eg BSE, accidents, closures) New concepts (eg Harry's Hut) 70th anniversary

Specific responsibility for supporting the main Guiseley restaurant and Gateshead on all events publicity/awards/initiatives

eg Launch of Opera and Chips
Guinness Book of Records - biggest logo
First drive thru
Harry's Challenge champion

Specific responsibility for Ramsden's 70th anniversary national brass band competition, including planning and executing its launch, compiling and distributing media packs, drafting and distributing all press releases, organising photographers (in-house and press/TV) for regional heats and finals. Attended events to co-ordinate hosts, sponsors and media.

Specific responsibility for researching and organising annual Yorkshire Day event, including setting up and attending planning meetings, reporting on their costings (eg dancers/ donkeys). Liaised with the sponsors. Booked and briefed photographers.

Other accounts and PR support included: William Jackson & Son plc, Renault Leicester, The Blake Group, Renault Leicester Riders, Stressline and When You Wish Upon A Star.

Date	1994 – 1996
Company	Gregory & Dench Ltd
Position	Gregory & Dench Ltd - Peugeot dealership
Responsibilities	Marketing Manager A new role in which I was responsible for creating its structure and direction. Maximise on all sales opportunities and maintain existing clients. Promote new launches, events, special servicing and valeting campaigns. Follow up customers re future purchase intentions. Contact Fleet and Small Business Users. Draft letters and mailshots. Set up and maintain a prospecting database.
Date	1991 – 1994
Company	Protemp & Profile
Position	Recruitment Consultant
Responsibilities	Interview and employ staff in areas of sales, secretarial and administration. Service existing clients and deal with temporary and permanent requirements. Contact local businesses and promote the company and existing staff base. Organise the temp plan. Calculate costings and service charges. Write and place adverts. Visit clients in order to secure business and assess staffing needs.
Date	1990 - 1991
Company	American TV station Delta Broadcasting Channel 19
Position	Assistant Producer
Responsibilities	Initiate and design programmes and public service announcements. Script and design shoots. Organise outside broadcasts, crew and equipment. Plan and carry out camera work and conduct interviews on and off tape. Edit material and supply computer graphics. Write and carry out programme commentaries and voice-overs. Stand in as Floor Manager or Camera Operator in studio.
Date	1983 – 1990
Company	Bury Free Press Newark Advertiser Huddersfield Daily Examiner
Position	West Riding News Agency
Responsibilities	Photo-Journalist Take, develop and print photographs on a variety of assignments ranging from 'hard news' to New Year babies. Supply stories and captions. Initiate own story and photographic opportunities, especially during the 'silly season'. Assist with colour and monochrome print orders.

EDUCATION HISTORY

• Date	1991
• Educational Establishment	Delta University, Michigan, USA
Course	American Associates in Broadcasting
• Qualification	degree
•level	Highest honours
• Date	1985
• Educational Establishment	Richmond College, Sheffield, England
Course	Journalism and photography
• Qualification	Diploma NCTJ (National Council for the Training of Journalists) Specialisation Photo-Journalism
• Date	1984
• Educational Establishment	University of Leeds,
Course	English and Inter-Arts
• Qualification	degree
• Date	1976 - 1981
Educational Establishment	All Saints Comprehensive
Courses	English Literature, English Language, Maths, History, Physics, Biology, Religion, French, Italian, British Politics and Government
• Qualification	2 A levels English Literature (A), British Government and Politics (C) 9 O levels (including English and Maths) Italian (GCSE A*) Typing (RSA 111)
Courses frequented	PGCE Teaching Creativity in Public Relations Computer Aided Design Rapid Learning Techniques
Other capacities and competence	I consider myself to be an energetic and innovative individual who can excel in a variety of roles. I am a confident communicator with an investigative mind, a persistent, people orientated approach, strong organisational skills and a pragmatic approach to life.
References	On request