

GRAN BRETAGNA

Struttura ospitante	Città	Mansioni assegnate al tirocinante	contatto
The Holburne Museum	Bath	Gallery Steward- responsibilities may include: -Costumer service: To deliver friendly and informative costumer service at all times. -Information and orientation: answer visitor questions and queries regarding the Museum and Permanent Collection; provide information on the Gallery you have been assigned by using the material available	Supervisor at the Company: Joshua Lewis Michael j.michael@holburne.org
International House Bristol	27 Oakfield Road, Clifton, Bristol	-Support departments through: database, excel, reception cover, phone work, invoices, data entry, emails, printing, scanning, filing. Main duties may include: - data input into in-house database system - dealing with incoming general enquiries - enrolling students on course - raising invoices - organizing airport transfers for individual students - assisting with Exams - liaising with the office coordinators - general office duties - taking payments - reception cover and telephone work when necessary - ensuring the school looks presentable at all times - keeping records of all information regarding students or work placements - being willing to work flexible hours - assisting accommodation officer with paperwork tasks - assisting with exam days - read all staff minutes	Supervisor at the Company: Gibson Pete pete@ihbristol.com www.ihbristol.com
La Dante in Cambridge	The Lodge, Hawthorn Way, Cambridge	-Administrative role based on providing information to our students about our Italian and English courses: update mailchimp database regularly and answer students' queries,	Supervisor at the Company: Portuese-Williams Giulia gportuese@ladante-in-cambridge.org ladantecambridge@gmail.com

Italian Cultural Institute, Edinburgh	82 Nicolson Street, Edinburgh	<p>-The Italian Institute is an office of the Ministry of Foreign Affairs and International Cooperation for the promotion of Italian culture and language.</p> <p>-Assistance during cultural events; book and video loan service; assistance in the organization of language classes.</p>	<p>Supervisor at the Company: Del Bravo Stefania stefania.delbravo@esteri.it www.iicedimburgo.esteri.it</p>
Happy Languages Limited	120 Whitechapel Road, E11JE, London	-Observing lessons, teaching Italian to adults, creating web contents in an Italian and Spanish Language School	<p>Supervisor at the Company: La Gamma Paolo paolo@happylanguages.co.uk happylanguages.co.uk</p>
Amity Communications Limited	2-7 Clerkenwell Green, London	<p>-The intern will learn from our project managers,</p> <p>-Assisting with all sorts of project management and vendor management related assignments.</p>	<p>Supervisor at the Company: Supervisor at the Company: Phelps Luke ops@amitycomms.com http://www.amitycomms.com/en</p>
Regent's University London	London	<p>-The role is varied and the student will assist colleagues within the IPO team.</p> <p>- The student will support and work with the inbound Unit (responsible for students coming to Regent's for one or two semesters and bespoke Short Courses), the outbound unit (responsible for sending students to study abroad) and the Erasmus unit (managing EU projects and the international partnership network).</p> <p>- The student will also be involved in assisting with large international events held and Regent's University London.</p>	<p>Supervisor at the company: Tanya Galzer ipo@regents.ac.uk www.globalvoices.co.uk</p>
Oxford University Language Centre	Oxford University Language Centre 12 Woodstock Road Oxford OX2 6HT England	<p>-Clerical Assistant: Support the Head of Department in a clerical capacity (manage travel arrangements, research and collate material).</p> <p>-Help with the Administration of the Oxford Program of Languages (create timetables, update the student database, send out emails).</p> <p>-Support the librarian. Accompany the Head of Department to</p>	<p>Supervisor at the Company: Mitchell Christine Christine.mitchell@lang.ox.ac.uk www.lang.ox.ac.uk</p>

		<p>conferences. Give guided tours of the Language center to new students. Provide Information to students.</p> <p>-Take part to lessons and seminars. Experience the cultural aspects of Oxford by visiting museums and galleries.</p>	
GlobaLexicon Ltd	96-98 Camden High Street, London	-Language & translation services company (text translation & localization, proofreading & editing, transcriptions & content analysis, interpreting, web translation & localization, desktop publishing)	Supervisor at the Company: Alice Babetto alice.babetto@globalexicon.com http://www.globalexicon.com/
IMA UK LTD	3 Arden road Alcester Warwickshire	- Commercial export correspondence - Customer support	Supervisor at the Company: Des O'Neil desoneil@imaswiftpack.com www.ima.it
In any event uk solutions limited	Chy and More, Woodlands road, Portishead BS20	-To work alongside the office manager and event manager.	Supervisor at the Company: Emma Silcocks emma@inanyevent-uk.com inanyevent-uk.com
North West Academy of English ltd	6a Northland rd., Derry	-Support the Social and ELT department of the school during all operations.	Supervisor at the Company: Francesca Giacomini Francesca.Giacomini@northwestacademy.net www.northwestacademy.net
Training Vision Ltd	Unit 114, Victory Business center, Somers Road North	<p>- Arrival and intake, first week of general tasks and overview of all activities, job shadowing</p> <p>-Individual and tem activities. - Follow up meetings and tutoring</p> <p>-Organize and manages work experience and educational programs for students, trainers and people in the labor market.</p>	Supervisor at company: Federica Bocciarelli bocciarelli@trainingvision.co.uk www.trainingvision.co.uk
