



Curriculum Vitae

Personal information

Name and surname **Rita Schelstraete**
Address Celle Ligure (till the end of March)
Telephone 0039 338 295 9505 (n° Italy) 0032 498 723 723 (n° Belgium)
E-mail ritaschelstraete@yahoo.co.uk

Citizenship Belgian

Date of birth 4/05/1961

Gender Female

Personal experience

Date From September 2000

Work and position Teacher Dutch/Dutch for foreigners/English/Economy + secretary Department Languages + supervisor department Social, emotional, cognitiv disorders.

Main activities and responsibilities Teacher and supervise teachers and students. Solving problems concerning dyslexia, dyscalculia, dysphasia, ...

Name and adress of employer GO!tak - Pastoor Vandenhoudtstraat 10 - B-2950 Kapellen

Type of business or sector High school technical and professional level (ages 12 - 18)

Date From november 1999 - 1994

Work and position Language department - general administration of personal and school registration of students

Main activities and responsibilities Check and registration of all personal data of students - Programmation of planning of academical year depending on the results of the students

Name and adress of employer University Leuven - Department of Antwerp - Nationalestraat - B-Antwerp

Type of business or sector University of Antwerp

Date From November 1991 - September 1994

Work and position Maternity leave and parental leave

Main activities and responsibilities Secretarial and planning activities at home

Name and adress of employer University Leuven - Department of Antwerp - Nationalestraat - B-Antwerp

Type of business or sector University of Antwerp

Date From September 1987 - November 1991

Work and position Department Speech therapy and psychology

Main activities and responsibilities Head of planning of curriculum

Name and adress of employer University Leuven - Department of Antwerp - Nationalestraat - B-Antwerp

Type of business or sector University of Antwerp

Date From September 1984 - Settembre 1987

Work and position Secretary of the Board

Main activities and responsibilities Correspondence professors and students - Planning meetings - Coordination between external partners to establish an effective academical curriculum for the students.

Name and adress of employer University Leuven - Department of Antwerp - Nationalestraat - B-Antwerp

Type of business or sector University of Antwerp

Date From November 1979 - September 1984

Work and position Human Resouces Department - Administration

Main activities and responsibilities Check technical/professional data of all staff members concerning salary

Name and adress of employer University Leuven - Department of Antwerp - Nationalestraat - B-Antwerp

Type of business or sector University of Antwerp

Education and training

Date and qualification 1979 - Languages (French, English and German) and Business Administration

Nome e tipo d'organizzazione erogatrice dell'istruzione e formazione Onze-Vrouw-Presentatie - High school - Heldenplaats 1 - B-Boom

1979-1982 - Specialization English language (distinction)

1979-1985 - Specialization Italian language (great distinction)

Language School - B-2000 Antwerp

1988-1990 -Teacher training for students from age 12 - 18 - specialization languages and Dutch business administration (great distinction)
Education Training - Bruul - B- 2500 Mechelen

2003-2005 - Bachelor of education for children age 6 e 12 years (distinction)
University Tielt - Department Education - Beernegestraat 10 - B-8700 Tielt

Other courses:

- Training course for helping students with social, emotional problems.
- Annual courses of Dutch/English concerning teaching.
- First aid course.
- Computer courses (Word, PowerPoint, Excel)

- Courses concerning pedagogy and didactics.
- General education courses.

General courses concerning disorders (dyslexia, dyscalculia, ...)

Abilities and skills

Native language

Dutch

Other Languages

English - French - Italian - German

Self-assesment

	Speaking	Writing	Comprehension
English	Good	Good	Good
French	Adequate	Adequat	Fairly Good
Italian	Adequate	Fluently	Good
German	School level	School level	School level

Abilities and skills

- Able to work according to the objectives set with tenacity, serenity and accuracy, meeting deadlines and taking responsibilities even under stress.
- Able to work in a team and with persons of different nationalities and cultures.
- Able to solve problems.
- Able to listen to professors and students and their needs, and to meet their expectations.
- Not afraid of learning new skills and following courses to improve myself.
- Use internet and email.
- Knowledge of Microsoft Office (Word, Excell, Power Point)

Driving licence

More information

Hobby: tennis, swimming, running, reading, listening jazz and classical music

Autorizzo il trattamento dei miei dati personali ai sensi del
Decreto Legislativo 30 Giugno 2003, n° 196 "Codice in materia

Firma