

**Curriculum Vitae**  
**Maria Lo Ponte**

Education                    **Boston University**                    **Boston, MA (USA)**

January 1979-  
September 1980            Received Master in Education with concentration in Teaching English to Speakers of Other Languages (TESOL). Extensive research done in the fields of Language Acquisition, Pragmatics, Syntax and Anglo-Latin cultural conflicts and their implication in the language learning process.

**University of Massachusetts**                    **Boston, MA (USA)**

September 1975-  
January 1979            Received Bachelor of Arts degree, *cum laude*. Majored in Italian with concentration in Medieval and Modern Literature. Minored in English. Courses were strongly geared towards the promotion of creative as well as critical reasoning and writing style development.

**Università degli Studi**                    **Pavia (Italy)**

November 1980  
June 1984            Received title of "Dottore in Lingue e Letterature Straniere Moderne" with grade 110/110. The thesis presented was titled "Formulating English Interrogatives in the Foreign Language Environment".  
The program aimed at fulfilling the requirements for equipollence of the American degrees cited above.

**December 1994**            **Università degli Studi "Tor Vergata" Rome, Italy**  
**Biology Department - Population Genetics**

Managing Editor of the scientific journal **GENE GEOGRAPHY**. This position involved proof reading, correcting, revising scientific manuscripts for the printer.  
In addition, was in charge of subscriptions, accounting, shipping and following the legal status of the journal.

May 1997-  
October 1999            Proofread and revised the scientific manuscripts produced by the teaching staff of the Human and Population Genetics, Cell and Molecular Biology, Microbiology, Anthropology, Botany, Biophysics, Zoology sections of the Biology Department.

Nov 1999-May 2001    Was in charge of the Editing office of the Department of Biology. This involved proof reading scientific manuscripts to be submitted for publication. Semantic vs grammatical correlation, partial rewriting of the manuscripts, cross-checking of figures vs captions, and bibliographical entries vs final bibliography were also part of the chore.

Finally, assistance was provided to the teaching staff in answering queries of the Editors and referees.

May 2001-  
September 2003

UNIVERSITY OF ROME "TOR VERGATA"  
(University Language Center)

CLA

- set up secretariat for students and teachers;
- organized entrance, mid-term and final examination sessions for all languages offered (English, Spanish, German, French, Portuguese and Polish). Each session included approximately 4,000 students;
- set up archive of all written exams which took place from 1999-2003;
- set up archive and classification of all didactic material of the center;
- created a data base of all the exams which took place between 2001-2003;
- created a data base of all the students who passed the final exam for graduation purposes (approx. 4,000 exams per academic year).

#### **Div. I: 2003-2007**

- created a data base for part-time scholarship winners; management and organization of duties and payments;
- taught ESP (English for Specific Purposes) for the School of Engineering, School of Science, School of Medicine; The workshops were held for Ph.D. students as support for their thesis; the title was "Writing Scientific Reports" and was organized twice a year for a total of four editions;
- Responsible for the translation into English of the University of Tor Vergata web site;
- Responsible for the supervision of the translation into Spanish of the University of Tor Vergata web site.

#### **2007-2009 MASTER - Level II**

- Responsible of the Scientific Secretariat and of Level II Master in "Scientific and Regulatory Evaluation of New Medicines" with the collaboration of EMA (European Medicine Agency). The course was held entirely in English.

#### **2009-2012 DEGREE COURSE IN PHARMACY in collaboration with U. of Nottingham, UK**

- Won public competition to qualify for position "D".
- Running the *Students' Relations Office* of the Degree Course in Pharmacy. The course is held in English and is carried out in collaboration with the School of Pharmacy of the University of Nottingham (UK) and Alliance Boots;
- Pharmaceutical Biotechnology Centre - Scientific Secretariat;
- Editing Manager of all publications printed in English by the Pharmaceutical Biotechnology Centre.

#### **2012-today DEGREE COURSE IN MEDICINE AND SURGERY - taught in English**

- Setup the didactic Secretariat of the degree course.
- Workshop Sessions in "Scientific Writing and Research Communication" for first year students.

Updated: July 2014