

Susanna Conti

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EXPERIENCE

Library Assistant –Volunteer position

MARCH 2023- PRESENT

[THE WOMEN'S LIBRARY- NEWTON](#)

I Have recently started volunteering at the Women's Library in Newtown. My duties include, and are not limited to, welcoming and assisting clients in the process of borrowing books as there is not a self service system in place, reshelving, relabelling and cataloguing books.

Cosmetic Coach/Formulator

NOVEMBER 2019- PRESENT

[SAGE COSMETIC COACHING, GLEBE, SYDNEY](#)

Developing, preparing and delivering cosmetic based workshops based on current trends.

Promoting the business and its activities at events and expos.

Participating in the promotion of workshops through social media platforms.

Keeping shop and making sure stock is always available.

Liaising with suppliers to ensure the best and most convenient deals.

Assistant to the Cosmetic Chemist

OCTOBER 2022- PRESENT

[CONNEL, SILVERWATER, SYDNEY](#)

Assisting the in-house Cosmetic Chemist in creating, formulating and manufacturing prototype products.

Brainstorming different ideas for products, taking into consideration current and potential future trends, in view of upcoming industry exhibitions and events. Preparing for such events.

Creating and upgrading an archive of available materials.

Italian As a Foreign Language Teacher

AUGUST 2022- DECEMBER 2022

[ITALIAN CONNECTIONS, SYDNEY](#)

Planned, prepared, developed and delivered formative, fun and interactive online lessons for adult learners.

SKILLS

Excellent network and communication skills.

Able to work as part of a team and independently.

Excellent assisting skills, can precede needs before they manifest.

Outstanding organisational and time management skills

Able to turn threats into opportunities.

Excellent problem solving approach and skills.

Hands-on approach to work and positive, proactive attitude.

Good computer skills including all Microsoft applications.

People focused and community oriented.

ALIA Student membership

Valid Working with Children Check (exp.2026)

LANGUAGES

Excellent level of written and spoken Italian and English.

Research and Development Junior Formulator

NOVEMBER 2020- MAY 2021

[NEW DIRECTIONS, MARRICKVILLE, SYDNEY](#)

Followed projects from concept, to development, packaging and approval. In charge of the lab set up as well as stock of raw materials and packaging.

English as a Foreign Language Teacher and Trainer

JANUARY 2005 - MARCH 2015

Primary and Secondary Schools and Language Centres.

I worked as a main teacher with adults and as an assistant conversation lecturer in school settings, alongside the main language teacher. As such, I had to work closely with my colleagues to plan and develop lessons that would consolidate and expand the students' learning.

- [Sant'Orsola, Istituto Orsoline](#), Rome
- [Istituto Caterina Volpicelli](#), Rome
- [INLINGUA School of Languages](#), Rome
- [EASYLIFE School of Languages](#), Rome
- [TEACH-IN School of Languages](#), Rome

Freelance Translator and Language Consultant

JANUARY 2005 - PRESENT

EDUCATION

[TAFE DIGITAL NSW](#), Australia

Diploma of Library and Information Services

FEBRUARY 2023 - ONGOING (End Date: February 2025)

Organise and maintain library and curatorial collections, consolidate library industry knowledge, use advanced cataloguing tools as well as multimedia equipment. Assist customers to access information and implement customer service strategies.

[Institute of Personal Care Science](#), Australia

Course in Advanced Colour Cosmetic Formulation

MAY 2021-DECEMBER 2021

[Institute of Personal Care Science](#), Australia

Diploma of Personal Care Formulation

OCTOBER 2017- AUGUST 2019

Diploma of Personal Care Development and Promotion

AUGUST 2019- NOVEMBER 2020

Conducting market research and developing a media plan. Creating a product development brief, managing project time/ costs. Applying compliance requirements in the promotion and formulation of personal care products.

UPTER- Università Popolare di Roma, Rome

Certificate in Organic Skincare level 1

Certificate in Organic Skincare level 2

Certificate in Herbal Remedies level 1

SEPTEMBER 2015- JUNE 2016

La Sapienza University- International Business and Economics Department , Rome

Master Degree

State Management and Humanitarian Affairs

JANUARY 2005- JULY 2006

SOAS, School of Oriental and African Studies, University of London, London

BA Hons

Arabic and Islamic Studies

SEPTEMBER 2000- JULY 2004

PROJECTS

Amelia Collaborative Skincare

Personal Growth Project.

This is a personal project I have developed with the help of some friends to put into practice formulations, communication and marketing skills I have learned with the Institute of Personal Care Science. It has helped me refine my skills and strive to create a product that is perfect.

