

Personal Information

Surname, First Name: **Calleja, Glen**

Address: 134, Triq il-Markiż Scicluna, Naxxar, Malta

E-mail Address: info@glencalleja.com

Telephone Numbers: 21422836, 99236238

Skype: glen.calleja

Nationality: Maltese

Date of Birth: 30. 04. 1978

Education

Academic qualifications

Dates: 2001 - 2004

Qualification: Bachelor's degree with Honours in Near Eastern Studies. (BA. Hons)

Course: Course offered by the Faculty of Arts.
Introduced to Arabic and Hebrew (Biblical) languages. Course included familiarisation with topics pertinent to Syro-Palestine mostly in the field of language, archaeology, literature and culture.
Personal research on the Hebrew (Masoretic) text of the book of Jeremiah presented in final thesis called 'Word, initiation and literary aspects of Jeremiah 1'.

Institution: University of Malta (Msida)

Dates: 1996 - 2000

Qualification: Bachelor's degree in Psychology . (B. Psych.)
With second major area of study being Philosophy.

Course: Course offered by the Faculty of Education.
Introduced to basic concepts in psychology as a social science as well as in philosophy. The psychology course included psychometrics, statistics and data interpretation, biological basis of behaviour and helping skills. Among the philosophy lectures were the following; history of philosophy, Metaphysics, Aesthetics, Ethics, Logic and philosophy of science.

Institution: University of Malta (Msida)

Others

Dates: April 2008 -
Qualification(s): Certificates
Course: Various, including business planning, analysis, mentoring, developing business strategy and CSR.
Institution(s): Junior Chamber International Malta
(Worldwide Federation of Young Leaders and Entrepreneurs)

Dates: 2007
Qualification(s): IF 1: Insurance legal and regulatory
Course: Course on the fundamental legal principles regulating the insurance business.
Institution(s): The Chartered Insurance Institute

Dates: December 2006
Qualification(s): Certificate
Course: Communication Techniques
Institution(s): MaltaEnterprise

Dates: April 2005
Qualification(s): 'Certificate in Health and Safety at Work' (UK)
'Certificate in Risk Assessment' (Malta).
Course: Introduction to occupational health and safety issues, employee welfare and risk assessment.
Institution(s): The Royal Society for the Promotion of Health (UK)
'The Institute of Health and Safety' (Msida)

Dates: 2000
Qualification: Certificate for 'Deutsch – Grundstufe 1'.
Course: General introduction to the German language as a foreign language. The course included grammar, reading, writing and basic communication in German.
Institution: VolksHochschule Minden (Minden, Germany)

Dates: 1993
Qualification: 1st, 2nd and 3rd level Typewriting. (passes with Distinction)
Course: Course in typing memoranda, letters, formal and other documentation. Training and final examination included word-speed.
Institution: certificates awarded by the 'London Chamber of Commerce and Industry Examinations Board'.

Work Experience

- Dates: 2016-present
Position Held: Managing Director
Main responsibilities: Running and overseeing the business
Employer/Organisation: Kotba Calleja
Sector/Type of business: Private business, bookbinding and book design
- Dates: 2017-present
Position Held: Director
Main responsibilities: Running and overseeing the business
Employer/Organisation: Studio Solipsis
Sector/Type of business: Private business, Cultural Space
- Dates: 2018-present
Position Held: Assistant lecturer
Main responsibilities: Lecturing
Employer/Organisation: University of Malta
Sector/Type of business: Research and Literature
- Dates: 2017-present
Position Held: Chairman
Main responsibilities: Overseeing the design and implementation of programmes according to the Foundation's mission and vision.
Employer/Organisation: Fondazzjoni HELA (The Hub for Excellence in the Literary Arts)
Sector/Type of business: Voluntary Sector, Literature.
- Dates: 2013-present
Position Held: Secretary
Main responsibilities: General Secretary administrating the operation of the Euro-Mediterranean Aikido Federation.
Employer: Government of Malta.
Sector/Type of business: Voluntary Sector, Martial Arts.
- Dates: 2010- 2013
Position Held: Cultural Contact Point (CCP)
Main responsibilities: Contact Point for the European Commission's Culture Programme supporting cultural operators to develop funding proposals and access funding.
Employer: Government of Malta.
Sector/Type of business: Public Sector, Culture.
- Dates: 2007 – 2010
Position Held: Operations Manager
Main responsibilities: In charge of the operations of the Chamber of Engineers. General coordination of events, promotion of the CoE's mission and representation of the organisation in a number of fora.
Employer: Chamber of Engineers
Sector/Type of business: Voluntary Sector
- Dates: 2006 – 2008

Position Held: Freelance Scriptwriter
Main responsibilities: Writing feature scripts for television programs, marketing and awareness campaigns.
Employer: N/A
Sector/Type of business: Television, Media.

Dates: Jan 2008 –
Position Held: Full-time Content Producer
Main responsibilities: Day-to-day maintenance of written and visual content on the MaltaMedia Online Network. Includes generating original articles, updating breaking news and rallying other press releases.
Employer: Malta Media Productions Ltd
Sector/Type of business: Online Media

Dates: May 2007 – January 2008
Position Held: Full-time Communications Officer
Main responsibilities: General PR and communication duties representing the insurers' interests. Designing and conducting awareness campaigns related to the insurance business.
Employer: *Maltq Insurance Association*
Sector/Type of business: Insurance, Financial Services.

Dates: March 2006 –April 2007
Position Held: Full-time scriptwriter/journalist.
Main responsibilities: Researching stories for television production. Investigation, pre-production contacts and meetings. Script-structuring, sifting and confirming information.
Employer: *Where's Everybody?*
Sector/Type of business: Media Production House, Television

Dates: February 2005 – October 2005
Position Held: Full-time Office Administration Clerk
Main responsibilities: Payroll and accounting duties. Regular on-site risk assessment, overseeing employee welfare and writing of related reports. Following foreign orders and freight-transport arrangements. Day-to-day office administration.
Employer: Engenuity Ltd. (Qormi)
Sector/Type of business: Building services contractors

Dates: February 2004 – September 2004
Position Held: Part-time Front Office Clerk.
Main responsibilities: Night Audit duties including issue of clients' bills. Foreign Currency exchange services. General hospitality and front desk duties.
Employer: Hotel Soreda, 4 star (Qawra).
Sector/Type of business: Hospitality

Dates: March 2002 – October 2002
Position Held: Casual Research Assistant

Main responsibilities: Surveying and organisational duties.
Conducting research interviews and personally assisting interviewees.
Distribution of questionnaires.
Employer: Malta Tourism Authority (Valletta)
Sector/Type of business: Market Research

Dates: October 2000 – January 2001
Position Held: Resident Au-Pair.
Main responsibilities: Attending German language lessons.
Seeing to families' quotidian needs including house maintenance, gardening, preparation of meals, shopping and childcare.
Employer/s: Family Von Kleist (Bückeberg, Germany)
Family Braüninger (Künzelsau, Germany)
Sector/Type of business: Au-Pair

Dates: April 1998 – March 1999
Position Held: Part-time Care-worker.
Main responsibilities: Personal assistance to clients with various mental and physical disabilities.
Employer: The Foundation for Respite Care Services, Dar il-Kaptan (Mtarfa).
Sector/Type of business: Caring professionals.

Dates: July 1995 – September 1995
Position Held: Drama Tutor.
Main responsibilities: Producing and delivering a series of weekly drama sessions for children.
Employer: Pinnacle Ltd. (Sliema).
Sector/Type of business: Performing arts.

Other

Dates: October 2006
Position Held: Poet Performer.
Event: Notte Bianca
Main responsibilities: Poetry composition and reading. Event also involved creating a multi-media installation and lots of logistic work.
Employer/Association: AWL
Sector: Literary and Performing Arts

Dates: June 2006
Position Held: Poet Performer.
Event: Malta Arts Festival
Main responsibilities: Poetry reading and creating a multi-media installation.
Employer/Association: AWL
Sector: Literary and Performing Arts

Dates: December 2005
Position Held: Theatre Performer.

Main responsibilities: Delivering a solo theatre performance, *ir-Rikkieb tat-Tempesta*, directed by John J. Schranz
 Employer/Association: AENIGMA Associazione culturale (Urbino, Italy).
 Sector: Performing Arts

Dates: January 2005
 Position Held: Visiting Theatre Pedagogue and Performer.
 Main responsibilities: Producing and launching a solo theatre performance, *ir-Rikkieb tat-Tempesta*, directed by John J. Schranz
 Co-tutored 4-day training workshop in Rome theatre students, researchers and practitioners.

Employer/Association: Groups for Human Encounter (Naxxar)
 Cantierarte (Rome, Italy).
 Sector: Education and Performing Arts

Dates: September 2004
 Position Held: Theatre practitioner.
 Main responsibilities: Participating in a one week seminar held in Thessaloniki (Greece) addressing possible encounters of research theatre in Europe.
 Presenting and exchanging techniques in performer's discipline.

Employer/Association: FRACTALS theatre company. (Thessaloniki, Greece)
 Sector: Informal education and performing Arts

Dates: February 2003 – June 2004
 Position Held: President of Student Association.
 Main responsibilities: General Administrative and co-ordination duties for programs and events related to the representation of students within the Faculty of Arts at the University of Malta.

Employer/Association: ASA, Arts Students' Association (Tal-Qroqq, Msida).
 Sector: Student organisations.

Dates: 2002
 Position Held: Author.
 Main responsibilities: Writing and production of a poetry publication; Calleja Glen, 'Eki t'Eki', AWL (Hamrun), 2002. ISBN 99932-629-0-0

Publisher: AWL (Hamrun)
 Sector/Type of business: Literature

Dates: 2001 - present
 Position Held: Theatre pedagogue.
 Main responsibilities: Co-tutorship of workshop in performers' techniques and practices for 'Theatre Studies' students at the Mediterranean Institute (University of Malta, Tal-Qroqq, Msida)

Employer/Association: The Mediterranean institute (UOM, Tal-Qroqq, Msida)).
 Sector/Type of business: Education

Dates: 1996 - present
 Position Held: Philanthropic volunteer.
 Main responsibilities: Active member offering time to the conservation and protection of the environment.

Employer/Association: Birdlife Malta(Gzira).
 Sector/Type of business: Philanthropic

Dates: 1998
 Position Held: Author.
 Main responsibilities: Academic contribution, 'is-Semjotika', to co-authored publication; Karl Borg (ed), Lingwa u Lingwistika, Klabb Kotba Maltin (Valletta), 1998.
 ISBN: 99909-75-42-6
 Publisher: Klabb Kotba Maltin (Valletta).
 Sector/Type of business: Education

Dates: September 1996 - 1997
 Position Held: Production crew.
 Main responsibilities: Pre-recording script rehearsing of the Socratic Dialogues. Delivering and recording the mentioned dialogues for 'Platun', a 14-program radio series.
 Employer: Campus FM (Tal-Qroqq, Msida).
 Sector/Type of business: Radio

Personal Skills and Competences

Mother tongue(s): Maltese, English

Other language(s):

Italian:	Understanding - Proficient Speaking - Proficient Writing - Proficient
French:	Understanding - Elementary Speaking - Elementary Writing - Elementary
German:	Understanding - Elementary Speaking - Elementary Writing - Elementary

Computer skills: Competent with Irfanview, Picasa, Sage
 Competent with most Microsoft Office programs.

Social skills: Acquired good interpersonal and organisational skills through continuous participation in various cultural, student and philanthropic associations.
 Very adaptable to different environments and sensitive to people's individual needs. Aware of socio-cultural issues.
 Self-disciplined and accountable.

Artistic skills: Bookbinding and design. Contemporary paper crafts. Trained in contemporary theatre practices for over ten years. Competent in leading apprentices in research theatre training.

 Able to write and edit in various literary genres. Have developed good creative writing skills through academic training in various languages, professional experience and personal interest in literature.

