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*Dynamic, creative, organized and relevant networking skills.*



## TRANSLATOR-INTERPRETER COMMUNICATION BUSINESS PARTNER

### **My objective:**

To offer my competences and expertise in Languages and Communication skills for the benefit of an institution and its partners.

### **Professional Experiences**

- ▶ **FREE-LANCE TRANSLATOR / INTERPRETER  
(FRENCH<>ENGLISH<>PORTUGUESE<>ITALIAN)**
  - ▶ **SINCE 2013 – INTERNATIONAL CLIENTS, PARTNERS & AGENCIES (WORLDWIDE)**

NON EXHAUSTIVE LIST OF CLIENTS & COLLABORATORS WHO TRUST ME FOR:

#### **TRANSLATION**

##### **French <> English**

- Luxury & Hotel magazines, O2C – France
- NCA Airport magazines, O2C – France
- NYC Governor's speeches, HTT - USA
- Culinary recipes - Local magazine - Kenya
- African Woman Journal, FEMNET - Kenya
- News journal, AGRA - Kenya
- Resorts & Spa brochure, LCS Ltd. - India

##### **Portuguese <> English**

- Conference documents, CISSA –Kenya
- Brochure, Hotel Avenida, Cape Verde
- Official documents, private clients

##### **Italian <> English**

- WeWorld Foundation internal documents, WWF - Italy/Kenya
- Training programs & other documents - AMREF Italy

##### **Italian <> French**

- CV cover letters, GB-Translation – Austria

#### **INTERPRETATION**

##### **Consecutive**

##### **French <> English**

- General Assembly, The French School of Nairobi
- Meetings, Staff Association of the French School
- Job interviews, FEMNET, Kenya
- Informal settings

##### **Portuguese <> French**

- Job interviews, Hotel Avenida, Cape Verde
- Informal settings

##### **Italian <> French**

- Public relation, Italian Consulate, Nice, France
- Informal settings

##### **Italian <> English**

- Training sessions (Drama School) - AMREF Italy
- Conferences, AMREF, Kenya

##### **Simultaneous (conference)**

##### **Portuguese <> English**

- African Virtual University, Kenya
- International Development Research Centre, Kenya
- The Catholic University, Kenya
- Brazafric, Brazil / Kenya

- ▶ **BOARD MANAGEMENT PERSONAL ASSISTANT (PARENTS' ASSOCIATION)**
  - ▶ **2015-2018 – THE FRENCH SCHOOL, NAIROBI (KENYA)**
    - Planning of Meetings and General Assemblies: session reporting, archives and follow-up on decisions;
    - Implementation and monitoring of the Board Management and other bodies internal processes;
    - Handover facilitation;
    - Support on the coordination and management of the communication (French and English) between the Board members and others interlocutors of the Association;
    - Benchmarking;
    - Follow-up on litigations files with the lawyers.
- ▶ **BILINGUAL ADMINISTRATIVE ASSISTANT/COMMUNICATION OFFICER (FRENCH-ITALIAN)**
  - ▶ **2008-2013 – COMITATO DEGLI ITALIANI ALL'ESTERO (COMITES), MINISTRY OF FOREIGN AFFAIRS ITALY - NICE (FRANCE)**
    - Planning of concerts & others cultural events;
    - Public relations
    - Email marketing
    - Creation and development of print and online advertising
    - Web site management and content development
    - Cultural promotion
    - Support and orientation of disadvantaged people;
    - Recruitment, Intern management and monitoring, Staff Training implementation, Payroll & Employment contract drafting.
- ▶ **MULTILINGUAL SALES & COMMUNICATION ASSISTANT (FR-IT-PT-EN)**
  - ▶ **2006 – 2008 – INTERNATIONAL POWER TOOLS, NICE (FRANCE)**
    - Communication & Marketing: Preparation and participation to international trade fairs, conception of brochures, surveys;
    - Prospection and customer care: draft of quotations, client prospection and follow-up phone calls, management of after-sales service;
    - Production & orders: Drafting of instruction manuals, verification of norms & customs documents.
    - Administrative tasks: switchboard (4 lines), mailings, invoicing, archives;

## Other Experiences

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- ▶ **2017-2018 – CHAIRLADY / HEAD OF COMMUNICATION OF THE STAFF ASSOCIATION «AMICALE DU PERSONNEL» THE FRENCH SCHOOL, NAIROBI (KENYA)**
  - Animation of the Staff Association: organization of cultural, artistic, sport and festive events & trips, planning of any activities that brings the personnel together.
  - Creation & implementation of communication strategies to increase employee awareness and promote togetherness within the staff.
  - Negotiation with partners and suppliers for the benefit of the members of Association,
  - Promotion & networking to maintain a positive image of the Association among the interested parties (Board of Directors, French Embassy, Parents...)
- ▶ **FEBRUARY TO JUNE 2017 – HUMAN RESOURCES MANAGEMENT (INTERNSHIP) THE FRENCH SCHOOL, NAIROBI (KENYA)**
  - Analyze/study on the harmonization of a collective medical cover system;
  - Proposal of a new staff assessment tool;

- Management of the relationship with the legal advisors for the compliance of French school internal practices with the Kenyan Labor and Social Laws
- Internal & External Communications
- Implementation of staff standard files;

▶ **2010-2013 – JURY FOR THE EXAMS OF ADVANCED VOCATIONAL DIPLOMA**  
 « **MANAGER ASSISTANT** » - Rectorat de Nice (France)

## Qualifications

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- ▶ **BACHELOR DEGREE IN « HUMAN RESOURCES MANAGEMENT »**  
 INSTITUT DE FORMATION A DISTANCE (INEAD), VITROLLES – FRANCE : OCTOBER 2017
- ▶ **DIPLOMA OF LANGUAGES COMPETENCE (DLC) IN ENGLISH AND ITALIAN**  
 UNIVERSITY OF NICE-SOPHIA ANTIPOLIS – FRANCE: JUNE 2006
- ▶ **ADVANCED VOCATIONAL DIPLOMA « TRILINGUAL PERSONAL ASSISTANT »**  
**FRENCH, ENGLISH, ITALIAN AND PORTUGUESE IN OPTION**  
 LYCEE BEAU SITE, NICE – FRANCE: JUNE 2006
- ▶ **A-LEVELS IN LITERATURE**  
 LYCEE DU PARC IMPERIAL, NICE – FRANCE : JUIN 2004

## Skills & Special Aptitudes

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- Strong organizational skills and attention to detail
- Excellent written and verbal communication and presentation skills
- Ability to work calmly under pressure and within a team
- Excellent interpersonal and networking skills
- Strong project management & leadership skills
- Proficiency in all MS Office programs and other office ICT, including social media.

## Languages

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- French, Capeverdian: mother tongue
- English, Portuguese, Italian: bilingual
- Swahili, Spanish: very good notions

## Interests and Hobbies

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- Traveling, Reading, Fashion & Dance.

## References

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Available on request.