

**Véronique VARELA**

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Driving License + vehicle

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

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

#### **TRANSLATION**

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

- 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

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

- Luxury & Hotel magazines, O2C – France
- NCA Airport magazines, O2C – France

##### **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**

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

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

- UNDRR Offices, Kenya (**Webinars**)
- African Virtual University, Kenya
- International Development Research Centre, Kenya
- The Catholic University, Kenya
- Brazafric, Brazil / Kenya

##### **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

▶ **ADMINISTRATIVE & HUMAN RESOURCES MANAGEMENT OFFICER**

▶ **2019-... – MOUVEMENTCOM, NICE (FRANCE)**

- Implementation and monitoring of HR internal processes;
- Recruitment;
- Management of administrative personnel files;
- Facilitation of internal communication;
- Preparation of accounting documents;
- Budget monitoring;
- Follow-up on suppliers and customers' invoicing;
- Follow-up on litigations files with the lawyers & bailiffs.

▶ **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;
- Translation of internal documents.

▶ **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 (Italian & French)
- 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;
- Translation of internal documents.

▶ **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;
- Translation of manual of instruction;
- Translation of internal documents.

## 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 : JUNE 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.
- CAT tools: Trados, Cafetran, MemoQ, Wordfast

## Languages

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

## Interests and Hobbies

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- Traveling, Reading, Fashion & Dance.

## References

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Available on request.