

SAMANTHA NZESSI

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CAREER SUMMARY

Customer-focused translator and editor with 5 years' experience in technical and arts and humanities contexts. Strong editor in French and English with focus on localizing for French and American audiences.

SKILLS & ACCOMPLISHMENTS

Creative and Translation

- Translate and edit technical and marketing desks; desktop publish using Adobe Illustrator and Photoshop
- Transcribe audio into French and into English for art- and finance-related material among other fields
- Write original scripts, edit audio and publish podcast episodes on a weekly and biweekly basis
- Manage social media platforms and communication channels for podcast and organizational accounts, parsing trends in masculinity and gender equity fields

Communications

- Drafted clear, informative monthly budget and performance reports for executives and team members
- Provided feedback to staff using the Korn Ferry competency model
- Updated website using visual editors and HTML
- Delivered presentations to executives, internal team members, clients, and global partners with positive reviews
- Proficient in G Suite, Microsoft Office, Adobe Photoshop and Acrobat, MemoQ and Trados
- Speaks 4 languages: Native English and French speaker with advanced conversational skills in Spanish and Portuguese (due to extended travel in South America)

Project Management

- Transitioned over 40 in-house and external translators and editors to new translation interface, troubleshooting technical issues and creating new workflow adapted to new translation process
- Produced 1700 files for an international client by coordinating resources and team workflow from intake to delivery on a weekly basis
- Planned, led team meetings where participants reported receiving useful feedback on their deliverables

EDUCATION

New York University, New York, NY — M.S. in French to English Translation, May 2013

University of California, Santa Cruz, CA — B.A. in Film and Digital Media; B.A. in History, Africa and the Americas, September 2007

WORK EXPERIENCE

Writer, Host and Producer, *MASKulinity Podcast*, Brooklyn, NY. August 2017-Present

Write and produce a bi-weekly episodes. Coordinate with consultants, experts, and collaborators to produce relevant and thought-provoking content on masculinity and gender equity.

Independent Translator, New York, NY. April 2016-October 2018

Translate and proofread technical documents from English to French and marketing, cultural and news documents from French to English.

Executive Assistant to the CEO, *citiesRISE New York, NY*. April 2018-December 2019

Manage CEO workload priorities in high-pressure environment, support communications department by monitoring deliverable progress and relationships with constituents and team members. Manage files and file structure for the team using G Suite. Manage funder, partner and general contact lists for the organization.

Copyeditor, *Sensheant Magazine: A Conversation About Women's Sexuality*, New York, NY. July 2015-February 2016

Managed team of proofreaders and editors, coordinated with contributors, and provided copyediting services.

Senior Project Manager/Editor, *Morningside Translations, Inc.*, New York, NY. July 2013-March 2016

Managed translation and proofreading workflow for weekly delivery of 1000-1700 files to a UN agency from inception to delivery and invoicing; hired and trained translation vendors and team members on client's linguistic guidelines; proofread 17,000 words for EN-FR translations weekly.

Technical Administrator/Technician, *Apple, Inc.*, Pleasanton, CA/New York, NY. October 2007-March 2012

Coordinated team workflow from allocation of tasks through completion and communication with clients. Instituted processes to maximize the department's efficiency, which increased capacity and team cohesion.