

Elodie NIDAUD  
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## WORK EXPERIENCE

### **Freelancer**

*Worldwide- (Remote)*

English/French tutor

Research Operation Specialist ( Tractable.ai) - 1 year.

Translator

### **Senior Operation Specialist**

*Tractable.ai - London*

*Jan 2019- Aug 2022*

#### Damage recognition training:

Training and experiences to organize and assess damage to vehicles.

#### Estimation Team:

Check the estimates made by the A.I

#### Research Team:

Train A.I and occasional Translation.

#### Wellness Team:

Founder of the first workshop program on interpersonal skills in the company.

Co-Founder of the Shadowing Program.

### **Showroom Coordinator/ Marketing**

*Aito Lapland Oy Rovaniemi*

*May 2017-July 2017*

Carry out research and get in touch with potential importers/ resellers on the Spanish market, creation and translation of texts in French, English and Spanish, help with updating the site

ROVANIEMI Log house, reception and management of the Showroom, assistance in other marketing and office tasks as needed.

### **Treasurer -Student Association**

*Newbold College - Bracknell - United Kingdom*

*Nov 2014- May 2015*

Financial management

Project approvals,

Distribution of funds to each branch of the association

Management and payment of admissions.

Project management offered by the association.

### **Summer Intern -Headquarter**

*BNP Paribas Martinique*

*July 2014*

Welcome, guide and inform customers and visitors; carrying out basic banking operations (transfer, one-shot, credit card remittance); ensure the proper maintenance of the point of sale, reprocessing of files.

### **Marketing Specialist**

*Newbold College- Bracknell - United Kingdom*

*Oct 2013- May 2014*

Research and connection with schools in the Antilles-Guyana and in all French-speaking countries in order to create links and an exchange program between countries.

Marketing campaign.

Promote this school in the Antilles-Guyana sector, Radio interviews, PowerPoint presentation at important events. Intermediary between the establishment and its French interlocutors both by email and by telephone.

### **Librarian Assistant & Customer Service**

*Roy Graham Library - Bracknell - United Kingdom*

*Oct 2013- June 2016*

Library management:

Layout and Organization  
respect for places.

Customer service:  
welcoming members and visitors, visiting the library

Customer satisfaction:  
student aid  
handling of all property

Administrative tasks:  
Daily checking of telephone messages and e-mails Maintaining the inventory of supplies.  
Daily sorting and processing of mail.  
Scanning and digitizing files.  
Ranking of computer usage statistics and number of clients.

### **Volunteer Professor**

*Tai Po Sam Yuk Secondary School - Tai Po - Hong Kong*

*July 2012*

Period divided into 2 sessions: the first 2 weeks as a facilitator for children aged 5.6 and 7: find new recreational activities every day (theme day, cooking day, camping evening, sports evening, etc.). The last two weeks: teaching English to young people aged 11 to 13.

### **Summer Intern - Operation Division**

*BNP Paribas Martinique*

*July 2011*

Processing simple transfer and transfer abroad, documentary credit (customs document), documentary remittance, direct debits, bank bans, bad checks, and commercial paper.

### **Summer Intern - Finance Division**

*BNP Paribas Martinique*

*July 2010*

Release of loans ( individuals, professionals, companies), and, taking guarantees.

My job as a summer intern was to find a storage system that would facilitate the archiving and the order in which the files were taken care of, so that they could be treated in their order of priority.

## EDUCATION

**Master Sciences** — Goldsmiths University, Londres

Management of Innovations

Septembre 2017 — Mai 2019

**La Universidad de la Habana**, La Havane - Cuba

Certificat C1 Espagnol

Novembre 2016 — Mars 2017

**Bachelor Science** — Andrews University via Newbold College, Bracknell - UK

Business Sciences

Septembre 2013 — Mai 2016

**Baccalauréat / Niveau bac** — Lycée Polyvalent de Bellevue, Fort-de France

STG Communication and Human Resources

Septembre 2008 — Juin 2010

## SKILLS

### TECHNICAL SKILLS

Advanced language knowledge

Sound research skills

Sound translation judgment

Google Pack

Microsoft office Pack

CRM Software ( Trello, Monday, Slack, Canva...)

**PERSONAL SKILLS**

Good communication skills

A client focus

Self-motivation

Curiosity

Adaptability

Attention to detail

Good organization

Dependability