

Elodie NIDAUD
(Remote)
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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