

# NICOLAS JADOT

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## Professional Profile

- Translated languages: English, Spanish, Portuguese, and Chinese into French
- Other spoken languages: German, Indonesian, Bambara
- Areas of specialization: social sciences, travel & tourism, international relations and development, journalism, education, human resources

## Academic Background

<b>Chinese Language Studies</b> <i>Yunnan Normal University (China)</i>	2012 - 2013
<b>Master's Degree in International Studies</b> <i>Université de Montréal (exchange in the Freie Universität Berlin, Germany)</i>	2009 - 2011
<b>Bachelor's Degree in Literature</b> <i>Université du Québec à Montréal (exchange in the Université Sorbonne-Nouvelle, France)</i>	2007
<b>Undergraduate Studies in Visual Arts</b> (60 out of 120 credits) <i>University of Ottawa</i>	2005

## Professional Experience

<b>Assistant of the IOHE Executive Director and CAIE General Secretariat</b> <i>Inter-American Organization for Higher Education (Montreal, Canada)</i>	2011 – 2013
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- In charge of organizing the *Conference of the Americas on International Education (CAIE)*, that took place in Rio de Janeiro in April 2012 and Monterrey (Mexico) in October 2013 (logistics, communications and coordination with the various stakeholders, advertising, management of the academic content, consecutive interpretation at select events (Chinese to Spanish), main contact person for participants, speakers, and sponsors)
- Responsible for the CAIE Webinars series (organization, coordination and advertising of web conferences on the internationalization of Higher Education)
- Translation of the organization's websites and other materials (English, French, Spanish, Portuguese)
- General administrative support (communications, document drafting and review, organizational and logistical support)

<b>Translator/Interpreter</b> <i>L'Arche Canada (Montreal, Canada)</i>	2009 - ongoing
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- Answer the organization's translation and interpretation needs (internal or public communications, legal documents, PowerPoint presentations, websites, etc.)

<b>Team Leader</b> <i>Community radio project of the NGO Development and Peace in Peru</i>	2008 - 2009
<ul style="list-style-type: none"> <li>• Coordinate a workgroup of six young Canadian journalists (set up pre-departure training sessions, determine each team member's personal project, provide support in radio and video coverage, organize cultural activities, choose a host family for the young journalists, manage the budget, etc.)</li> <li>• Ensure a good communication between the Peruvian radio and the Canadian NGO</li> <li>• Write and record short radio programmes on themes related to Peruvian, international, and municipal current affairs (in Spanish)</li> </ul>	
<b>Director of Operations' Assistant</b> <i>L'Arche Canada (Montreal, Canada)</i>	2008 - 2009
<ul style="list-style-type: none"> <li>• Administrative support (liaising with L'Arche communities over various projects, media and public outreach, document drafting and proofreading)</li> <li>• Translation of the organization's websites and internal communications</li> <li>• Simultaneous interpretation and minute-taking during Coordinators, Communications or Board meetings</li> <li>• Organizational and logistical support before and during events (spiritual retreats, fundraising, awareness-raising or visibility campaigns)</li> </ul>	
<b>English and French Language Teacher</b> <i>Mundial Executive Center, English and Computer Science School (Veranópolis, Brazil)</i>	2007
<ul style="list-style-type: none"> <li>• Development of the Advanced English curriculum (exams, conversation classes, multimedia courses)</li> <li>• Database management (additional reading material, sound recordings, student evaluations)</li> <li>• Administrative tasks, welcome of visitors and recruitment of new students</li> </ul>	
<b>Language Teaching Assistant</b> <i>Universidad Michoacana de San Nicolás de Hidalgo (Morelia, Mexico)</i>	2007
<ul style="list-style-type: none"> <li>• Teacher in English conversation classes (15-30 students)</li> <li>• Organization and animation of Canadian culture workshops in French classes (music, specific vocabulary, geography, history)</li> </ul>	
<b>Reception and Information Center Clerk</b> <i>University of Ottawa's Second Language Institute</i>	2005
<ul style="list-style-type: none"> <li>• Welcome of foreign students and demonstration of the learning material</li> <li>• Management of the Educational Information Center</li> </ul>	
<b>Administrative Assistant and Volunteer Coordinator</b> <i>Port Moody's Art Center (Vancouver, British Columbia)</i>	2003
<ul style="list-style-type: none"> <li>• Designing of an online directory of the city's cultural venues</li> <li>• Administrative support (communications management, document processing)</li> </ul>	

- Coordination of a cultural festival and management of a 40-people volunteer team

## Volunteering

**Rapporteur of the European Union Parliament** 2010 - 2011  
*Simulation of the European Parliament Canada-Québec-Europe – SPECQUE (Luxembourg)*

- Writing of an European Union Directive Proposal on Counter-Terrorism
- Presentation of the Directive’s rationale and relevance to the Members of Parliament
- Discussion and negotiation of the Proposal within a specialized Commission
- Amended Proposal adopted by the simulated European Parliament (August 2011)

**Research Intern** 2011  
*European Centre for Minority Issues (ECMI) Kosovo (Pristina, Kosovo)*

- Prepare, draft and supervise the contribution of a local lawyers team to a legal guidebook on minority rights and resources in Kosovo
- Organize with local partners a series of empowerment and training workshops for minority leaders and NGOs
- General administrative support (research on international, European and Kosovo law, translation, document and grant drafting)

**President (2008-09) and Secretary (2009-10)** 2008 - 2010  
*Université de Montréal's Association of Graduate Students in International Studies (AÉCSÉI)*

- Organization of a major academic networking event
- Launch of an association-funded scholarship supporting innovative student projects

**Cultural Event Volunteer** 2006 - present  
*Festival Pop Montréal, Festival du Nouveau Cinéma, Coup de coeur francophone (Montreal)*

**Actor/Educator** 2005 - 2006  
*Educational theatre project of the NGO Canadian Crossroads International in Mali*

- Co-write, stage and perform a play in the Bambara language on themes such as health, hygiene and sustainability
- Organize and carry out educational and awareness-raising activities for children

## References

Available upon request