

AUDREY MELIGON

415.912.0370 - audreymeligon@gmail.com

WORK EXPERIENCE

- Mar. 16 – current* **Freelancer in Translation, Editing and Subtitling in French and English**
Met strict deadlines
Developed communication, interpersonal and client-relation capabilities
Improved research skills and abilities to be resourceful
- Aug. 14 – Jan. 16* **Operations Manager at company Bonjour USA – San Francisco, CA.**
Booked hotel rooms and restaurants for groups.
Practiced skills of quick-thinking and real time problem-solving
Gained experience with managing team and data.
Professional use of French language on daily basis (spoken and written)
- Oct. 12 – Dec. 13* **On-Call Translator for company PROTIVITI – San Francisco, CA.**
Translated commercial lease agreements from Italian to English
Met strict deadlines
Managed own work time
- Oct. 08 – Feb. 12* **Sales Associate in design store Entrez! Open House – Oakland, CA.**
Served as assistant Webmaster and used Point Of Sale.
Gained experience with sales management and customer service

EDUCATION

- Aug. 06 – May 12* San Francisco State University
B.S. Design And Industry
- Sep. 10 – Aug. 11* NABA – Milan, Italy
Part of Bachelor's Program – 1 year study abroad
- Sep. 02 – Jun. 03* Lycée Colbert – Lyon, France
B.T.S. Ventes et Productions Touristiques (2-year Tourism technical degree, equivalent to a certificate in Sales and Marketing in the tourism industry)

SKILLS

Fluent in French, English, Spanish, Italian, and Portuguese
Abilities in Adobe Svstems CS4 including Photoshop Illustrator In Design and Acrobat