

Hélène Tsaritelli

Traductrice

Contact

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Skills

Collaborated with project management and developers to coordinate testing activities at all stages.

Excellent

Project planning and development

Excellent

Developing project plans

Excellent

Residential and land development projects

Excellent

Collaborative Project Development

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Enthusiastic eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of putten tasks and training in claimed skills. Motivated to learn, grow and excel in this industry.

Reliable employee seeking for current position. Offering excellent communication and good judgment.

Experienced with over 12 years of experience in this sphere. Excellent reputation for resolving problems and improving customer satisfaction. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level job position. Ready to help team achieve company goals.

Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2014-01 -
2022-01

Manager De La Project- Traductrice

Integra Global

- Worked with customers to understand needs and provide excellent service.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Maintained excellent attendance record, consistently arriving to work on time.
- Received and processed stock into inventory management system.
- Used Microsoft Word and other software tools to create documents and other communications.
- Collaborated with team members to achieve target results.
- Drove operational improvements which resulted in

Excellent

Project plan development

Excellent

Dewey Decimal

Classification system

Good

Curricula development

Excellent

Plant identification specialist

Excellent

Commercial and
construction Law
understanding

Excellent

Lender collaboration

Excellent

Layout design

Excellent

Complex project delivery

Excellent

Delivery planning

Excellent

Document management,
incoming and outgoing
correspondence, receiving
and distributing calls

Excellent

Software

App4legal

Excellent

savings and improved profit margins.

- Successfully maintained clean, valid driver's license and access to reliable transportation.
- Increased customer satisfaction by resolving issues.
- Developed and maintained courteous and effective working relationships.
- Created plans and communicated deadlines to complete projects on time.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Worked flexible hours across night, weekend and holiday shifts.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Identified issues, analyzed information and provided solutions to problems.

2012-01 -
2022-01

Assistant Director

Building Construction

- Trained and mentored new employees on industry practices and business operations.
- Tracked key business metrics and made recommendations for proactive adjustments to policies and procedures.
- Created and updated records and files to maintain document compliance.
- Led team of [Number Type](#) professionals in special projects and daily operations.
- Directed work of key team members to create cutting-edge cinematography work.
- Helped management with business operations to

Microsoft

Excellent

Internet

Excellent

Knowliah

Excellent

SmartCAT

Excellent

Languages

French

Excellent

English

Excellent

Italian

Good

German

Good

Russian

Excellent

align teams, set goals and execute initiatives.

- Collaborated with management and fellow supervisors to organize operations and achieve demanding schedule targets.
- Maintained tight production timetables and quality standards to give audiences exceptional offerings.
- Oversaw purchasing and organization of [Type](#) inventory.
- Partnered with educators to instruct and mentor students with developmental and physical disabilities.
- Identified costs involved for [Type](#) and [Type](#) tasks to keep in line with departmental budget.
- Analyzed impacts of regulatory changes on operations and developed mitigation plans.
- Provided strategic analysis for manufacturing life cycles, technologies, process validations and robustness.
- Assisted with internal and external audits and inspections by liaising with representatives in regards to [Type](#) and [Type](#) issues.
- Assisted senior leadership in managing all aspects of operations.
- Expedited investigations, action plans and schedules for [Type](#) activities.
- Built and strengthened relationships with vendor representatives in order to maintain consistent supplies.
- Managed [Type](#) department and coordinated resources across [Number](#) programs.
- Supported continuous process and performance improvement for manufacturing issues, robustness and compliance.
- Oversaw business calendar of events and scheduled key initiatives.
- Trained and developed department leaders and management staff for specific projects and ongoing operational needs.
- Lead teams of up to [Number](#) personnel, supervising daily performance as well as training and improvement plans.
- Spearheaded [Type](#) and [Type](#) manufacturing

approaches to increase performance, maintain compliance and optimize procedures.

- Directed financial operations and administered budgets.
- Kept operations responsive and agile with proactive troubleshooting and problem-solving of routine and complex concerns.
- Supported health agency inspections as liaison to regulatory agencies on technical and manufacturing issues related to assigned product and processes.
- Managed data transfers and proactively resolved issues at manufacturing sites through effective troubleshooting.
- Directed team focused on taking development projects through monetization and mass production.
- Set up and ran **Type** meetings between senior leadership and third-party stakeholders to conduct joint operations and cement partnerships.
- Engaged analytical subject matter experts outside project teams to drive troubleshooting of critical process-related deviations and enhance process improvements.
- Oversaw vendor delivery deadlines and requirements to fulfill priority contracts.
- Communicated all capacity, sourcing and technology gaps with upper management.
- Supervised manufacturing for commercial and clinical products at **Type** sites through analytical leadership.
- Supported capital project planning and contributed to feasibility studies.
- Reviewed proposed regulatory changes and evaluated potential impacts on business operations.
- Verified supply chain conformance with production requirements by cultivating productive vendor relationships.

2012-01 -
2019-01

Juriste

Sirius Electronic International

- Saved **\$Amount** by implementing cost-saving initiatives that addressed long-standing problems.

- Maintained excellent attendance record, consistently arriving to work on time.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Adhered to social distancing protocols and wore mask or face shield.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Delivered services to customer locations within specific timeframes.
- Used coordination and planning skills to achieve results according to schedule.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Worked flexible hours across night, weekend and holiday shifts.
- Participated in team-building activities to enhance working relationships.
- Collaborated with team members to achieve target results.
- Exceeded goals through effective task prioritization and great work ethic.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Improved operations through consistent hard work and dedication.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Received and processed stock into inventory management system.
- Onboarded new temps by entering employee information into systems.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.

2011-05 -
2013-08

Professor's Assistant

National University

- Led courses independently with minimal oversight from professors.
- Copied, organized and distributed classroom materials.
- Tracked student attendance and calculated impact on grades for those missing excessive days.
- Supported advanced field research by assisting with experimental design, execution and results tracking.
- Identified negative trends such as groups of students missing key concepts and worked with professors to resolve concerns.
- Applied fair grading practices consistently to evaluate students' work and assign letter or number values.
- Documented attendance and completed assignments to maintain full class and student records.
- Relieved scheduling burden from professors and expanded teaching abilities by leading undergraduate classes.
- Taught small groups of students focused on specific parts of coursework.
- Checked assignments, proctored tests and provided grades according to university standards.
- Checked course materials, lessons and assignments for discrepancies and helped senior teachers resolve problems.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Developed and maintained courteous and effective working relationships.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Exceeded goals through effective task prioritization and great work ethic.
- Adhered to social distancing protocols and wore mask or face shield.
- Worked to maintain outstanding attendance record,

consistently arriving to work ready to start immediately.

- Managed team of employees, overseeing hiring, training and professional growth of employees.

Education

2008-09 -
2013-05

Master Of Laws

National University

- Professional development completed in commercial law and construction law
- Member of European law organisation

2014-09 -
2021-05

Master Of Linguistics : Romantic Germanic Languages

National University