

ANDREW PICOT

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Entitled / Available immediately

PROFILE

Besides my main career in Education (languages), I have experience in various sectors including Administration/Finance. I am seeking a dynamic Translation Project Management Internship to transfer my diverse skills. Very advanced in both French and Spanish (degree level), I am passionate about linguistics and cultures. I am TEFL-qualified and have worked abroad in several countries. With pinpoint attention to detail/communication and solid organisation, I uphold a track record of academic/workplace results/customer service, both independently and in a team. I am a quick learner, keen to train and perform above expectations.

SKILLS

- ❖ **Intrapersonal:** Solutions-oriented; minimal supervision; problems prioritised with sound judgement
- ❖ **Organisation:** Exemplary time/workload planner; multi-tasker; efficient conflicting deadline manager
- ❖ **Secretarial:** Competent in Microsoft Office Suite/Adobe; fast/accurate typist; can take minutes
- ❖ **Communication:** Model communicator, both written & orally; exact meaning inferred in context with specialised vocabulary in 3 main languages; am also Elementary in Jersey French & Portuguese
- ❖ **Reading/Literacy:** Very strong attention to detail in proofreading/editing; highly accurate marking for errors/discrepancies/anomalies in handbooks/manuals/reports/exams/essays/letters
- ❖ **Administration:** Confidential/sensitive docs/data dealt with utmost discretion/protection

EMPLOYMENT HISTORY

Feb 2018 - current	Linguist	Complete Languages Tuition & Services - Jersey	
	❖ Tutor French/Spanish privately / Proofread/Edit corporate/personal docs / Translate bits		
May-Jul 2023 -	Examiner	Pearson (Edexcel Exam Board)	
	❖ Marked GCSE French Oral papers for candidates nationwide / Administered results online		
May-Jul 2023	Office Co-ordinator	Amicus Limited (Jersey/remote)	
	❖ Managed Executives' diaries; Submitted Government Returns, Administered contracts/NDAs Updated Company database; Filed expenses		
Apr 2015 - Jan 2018	Freelance Languages Tutor		Jersey
	❖ Tutored privately 1:1 / Proofread mock exams / Tailored marking		
Jun - Sep 2017 (/Apr '15 - Jul '16)	Schools Supply/Cover Teacher		Jersey
	❖ Marked unfamiliar subjects / Coordinated whole class differentiated instruction		
Nov '16-Apr '17	Junior Compliance Administrator	Consortia Partnership Ltd, Jersey	
	❖ Scrutinised CDD/KYC for new/lost business for Trusts & Funds; 3 rd party searched individuals		
	❖ Ensured management conformed to external laws & Firm's standards (monitoring tests, registers)		
	❖ Processed Written Assurance Certs, Intermediary Bank Letters, Internal File Notes/Memos, Power of Attorneys & Payment Checklists		

