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; 3rd 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

- Prepared quarterly board reports and folders for Auditor reviews, compiling statistics
- Proofread company docs for formatting & SPAG discrepancies/mistakes / Translated correspondence
- Aided staff CPD/HR via Outlook Events/Room bookings/Calendar, Holiday chart & Diary timetable

Oct 2015 (Fixed Contract) Assistant Host

Greffe of Jersey

- * Interpreted (Tourism) / Immersed in French Parliament Assembly conferences
- Oversaw client logistics/hotel admin
- Engaged with 70 politicians/senior civil servants/dignitaries

Feb-Apr 2008

Contract Compliance Project

Rawlinson & Hunter, Jersey

- Administered updating of Legal "Policies & Procedures" Manual MS Word indexing
- * Dealt with large corpora of regulated material
- Reported direct to Partner using initiative

2015 (Spring Term) Voluntary EFL – Teacher Les Embruns College, Agon-Coutainville

Guest Speaker – Misc. 6th Form/'BTEC' Lebrun, Coutances

Voluntary EAL/EFL – Assistant Jacques Monod College, Caen

2014 (Autumn Term) Voluntary EFL – Assistant Les Embruns College, Agon-Coutainville

Sep 2008 - Aug 2014 2009 Secondary Teacher of French & Spanish 2nd Placement

Victoria College, Jersey Les Quennevais School, Jersey

- * Academic: 1 Excellent/Record mixed ability GCSEs/Outstand.KS3 National Curriculum Levels annually
 - 2 Year 7 Pen Pal Project Letter/Visit Coordinator from 2011 (/Y8 one involved '08+)
- * Pastoral: 1 Strong group/1to1 rapport with 1 House KS3 Form Tutor from 2009/Carried 1 Form
 - 2 Bruce House Charity 'Manager' Student/Parent/Staff 2012 Abseil raised £1,300
 - 3 Pupil (Y7-13) Charity Committee Chair from 2011 School/PTA/Community Fayre
- Trips: 1 Led Barcelona 2012 & '13/Deputised Nordic Ski '11 & '13 (intense paperwork/budget)
 - 2 Deputy in Paris (6th Form)/San Sebastián (GCSE/A Level +JCG)/Brittany (KS3) Admin
- Enrichmt/: 1 Junior (+ Colts Tennis) Racquets Clubs Leader, Coach-Umpire/School Badminton, annual Co-curric. 2 Eisteddfod assisted French '08+, led '11+/assist. VCP Y5&6 '12+/led Y4-6 Club. '12+

May - July 2008 (Seasonal) EFL Teacher

St Brelade's College, Jersey

- Taught groups / Wrote assessments
- Interpreted in French / Coordinated extra-curricular activities

Mar - Aug 2007 (1 Semester)

EFL Teacher

Aston English - Lianyungang, China

- Taught students of all ages/abilities / Mentored sensitively
- Communicated only in target language (no prior grasp of Mandarin)
- Led Academy promotions / Ran lesson on crowded street

Oct '06-Jan '07

Helpdesk Analyst Support (IT Services)

R.B.S.I., Jersey

- Intense first-level e-mail & telephone support to 1,500 offshore bank staff
- Diagnosed faults/profile changes and rectified/delegated jobs
- Provided technical/remote navigation support for MS Office software

Mar - Apr 2006 (Course)

Trainee ESL Teacher

TEFL International, Costa Rica

- Taught beginner adults without speaking Spanish
- Deviated from main syllabus, adopting lateral thinking
- * Reviewed diligently / Compiled comprehensive portfolio, graded 'Excellent'

Jan-Feb 2006

HR Administrator

States of Jersey Treasury

- * Database/Archive admin for departmental staff contracted leave/courses/flexi-time
- * Organised Executive Officers' international travel/conference arrangements

Nov-Dec 2005

Temp E.U.S.D. Tax Compliance

R.B.S.I., Jersey

- Reviewed meticulously KYC of 100s Form submissions
- * Made spreadsheet logs and raised customer profile concerns via database anomalies

Jul-Oct 2005 (Cover) Interconnect Officer

Jersey Telecom

- * Reconciled invoices of £400,000 liable monthly to other Telco Operators
- * Balanced/Control-checked 1,000 lines of Excel formulae and tabular functions
- * Produced timely Business Object Reports for Month-End journal deadlines

'01-'05

Misc. Temping – Accounts Payable/Receivable

Jersey Telecom

Chased and paid invoices

Jul - Aug 2004 (Seasonal)

Intern Tourist Officer

Normandy, France

- Translated guide / Interpreted at marketing presentations
- Operated front desk during intensive 60th D-Day Anniversary
- * Supervised counter / Administered reservations / Relayed enquiries

EDUCATION

2009 - 2010 2008 - 2009	Newly Qualified Teacher (Highly commended) (J)PGCE – Graduate Trainee Teacher (Excellent)	Victoria College, Jersey VCJ (/Les Quennevais)
2006	TESOL Cert. (Upper 2:1)	Costa Rica
2001 - 2005	BA Hons French & Spanish (Solid 2:1) Linguistic accuracy specialism (First in 3 Modules)	University of Exeter
2003 - 2004	ERASMUS (First)/Advanced Spanish Dip (Distinctio	n) Granada Uni, Spain
4000 2004	De La Salle College, Jersey	
1999 - 2001 1997 - 1999	3 A Levels – English Lit (B - High) / French (B - borderline A) / Geography (C) 9 GCSES – A*-B: English Language (A), English Literature (A) & Maths (B)	

CHARITY & VOLUNTEERING

2022	Administration Assistant	Mind Jersey
2015 - present	Publicity/Social Media Manager	Jersey Festival Choir
2015 - 2016	French & Spanish Committee – Annour	ncer/Marshal Jersey Eisteddfod
2011 - 2015	Committee/Membership Secretary	Trinity Twinning Assoc.
Lifelong 2005 - 2007	Community Helper Committee	Trinity Battle of Flowers Assoc.
2006 / 2007	Independent Traveller	Latin America / China & S.E Asia

REFERENCES - REFEREES' DETAILS ON REQUEST (OTHERS ON LINKEDIN)