Andrew Jean-Baptiste

Freelance translator, proofreader, and editor

Native level of French and Italian, advanced level of English and intermediate of Japanese.

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103 Avenue de Toulouse, 31270 Cugnaux
Driving license category B
+33 6 51 90 18 64
25 years old
Italian

Education

Foreign languages, literatures and civilizations - Japanese / Université Toulouse - Jean Jaurès Toulouse, France

Since October 2016

Informatics Expert / Istituto Tecnico Industriale Statale Marconi Civitavecchia, Italy

From September 2009 to June 2014

Work experience

Freelance translator, proofreader, and editor / TransPerfect Translations Smart working

Since September 2013

Provide high-quality online French, Italian to English translations and vice versa, in topics ranging from business presentations to web-based
promotional materials.
Meet rigid deadlines and conform to formatting and style guidelines, maintain strict confidentiality concerning clients and translated materials.

Sector manager / Chronodrive Toulouse, France

From April 2019 to May 2020

Manage supplies, order from suppliers, check the product availability, order preparation and product packaging.
Identification and reporting of handling anomalies (defective packaging, missing packages, etc.), identification and collection of products.

Manager / BURGER KING FRANCE Toulouse, France

From May 2017 to December 2018

Motivate team members, train new recruits and ensure their integration.
Cashing, taking and preparation of orders and welcoming customers.

Cashier / E LECLERC Paris, France

From October 2015 to August 2016

Reception of stocks, shelving, welcomes incoming customers and responds to their questions, sale of products, cashing and record amounts received in cash, check, credit card, voucher or by bank transfer and issue receipts, refunds or gives change to customers.

Languages

Italian

French

English

Japanese

Interests

Music

Travels

Reading

Sports like soccer, basketball, football, tennis.

Work experience

Customer experience manager / NESPRESSO Rome, Italy

From April 2014 to September 2015

Inform customers by phone and email, improve the customer experience with each interaction, manage administrative tasks, ensure customer satisfaction, and let them join the group's loyalty program.

Sales assistant / BERSHKA FRANCE Paris, France

From March 2013 to March 2014

Advise and welcome customers, ensure the brand image of the brand, guarantee processing goods flows, fostering customer loyalty, knowing
trends, the product and its specificities.

Waiter / Ristorante Esterina 2 Civitavecchia, Italy

From May 2014 to August 2014

Table dressing, customers reception and support, suggestion of the dish of the day, advices to customers in their choices, presentation of the bill at customer request.

Computer skills

Proficient with Microsoft Word, Excel, and Powerpoint.

Well-versed in Adobe Photoshop along with basic knowledge of HTML and PHP.