

OLGA NASSIF

Traslator/executive assistant

PROFIL

I am willing to take up a job as bilingual translator/executive assistant in a professional and motivating environment that would know how to take advantage of my know-how, my seriousness and my perseverance.



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PSTKH@YAHOO.COM



LINKEDIN.COM/IN/OLGA-NASSIF-B50435A3/



06 48 62 24 21



DRIVER'S LICENSE B

EDUCATION

Community manager/social networks
traneeship "Ecole francaise" 2021
Master I Communication Marketing
EPH Paris School 2014
License AES - HR Paris 1 Sorbonne
2012
Master LLCE specialization in English
and french 2006

QUALIFICATIONS

PACK OFFICE
POWERPOINT
MICROSOFT WORD
PHOTOSHOP
LANGUAGES: UKRAINIAN, RUSSIAN,
ENGLISH, FRENCH

EXPERTISE

ORGANIZATION AND MANAGEMENT OF
PLANNING/FILE PROCESSING
TRANSLATION/INTERPRETATION
REPORT WRITING/EDITING
INVOICES AND ESTIMATES
SOCIAL NETWORKS
PERFORMANCE ANALYSIS

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

- SELARL DR SERGE GARNEK, Etampes (91)

COMMERCIAL ASSISTANT

- EMC CENTRALE LOISIRS, Paris (75)

SEM CONSULTANT

- WEB marketing agency EQUAERO, Paris (75)

EXECUTIVE ASSISTANT/TRANSLATOR/INTERPRETER

- AUCHAN central purchasing office, Kyiv (Ukraine)

2018-2022

2014-2015

2012-2014

2007-2011