



FANNY ALFRED

OPERATIONS MANAGER/ EXECUTIVE ASSISTANT/ TRANSLATOR

CONTACT

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Temple, France

EDUCATION

- 1998-1999
 - BTS IN SOCIAL AND FAMILY ECONOMICS
- 1996-1998
 - MONTPELLIER UNIVERSITY
 - DEUG IN PSYCHOLOGY/SOCIOLOGY
- 1995
 - SCHOELCHER HIGH SCHOOL
 - LITERARY BACCALAUREATE

SKILLS

- Project Management
- Public Relations
- Teamwork
- Translation & interpretation
- Autonomy
- Critical Thinking

LANGUAGES

- English (Fluent)
- French (Fluent)
- Spanish (basic/intermediate)

PROFILE

Ressourceful head of project with 10+ years of experience in organising large scale events from planning through successful execution. Operations manager in charge of more than 100 workers nationally to render services to various companies and making sure the logistics deadlines are respected and put in place. Translating from english to french and vice versa for every social classes.including government officials. Efficient personal and executive assistant.

WORK EXPERIENCE

- ORLY AIRPORT** 2023-2024
Leader of ground handling agent
 - Plans, coordinates, evaluates and monitors the work of Airport operations personnel engaged in check-in and boarding rules, and emergency activities.
- FIDUCIAL ACCUEIL ET SERVICES** 2021 - 2023
Operations Manager
 - maximize processes and procedures while meeting customer expectations in terms of cost-effectiveness.
 - Communicating with staff and management to maintain proper organisation, systems, processes, and best practices.
 - hire and manage staff, set targets and analyse performance to find opportunities for improved efficiency.
 - Monitoring the performance and productivity of employees and teams, providing coaching, training
- EMMANUEL GLOBAL NETWORK** 2003 -2021
translator/ Executive assistante/ Events organiser - head of projects
Oral and written translation french to English and English to French:
 - Simultaneous live translation
 - live translation in conferences and seminars
 - translation of text and audio recordings, proofreads.
 - Translation of documentary/interviews/magazines and adverts

HOBBIES

- Travelling
- Passion for foreign cultures
- All forms of art

Executive and personal assistant:

- **Calendar management**-organizing and coordinating the schedule of the executives
- support and control the flow of information, requests, and interactions that should reach the executive - by assessing the urgency of requests and prioritizing access and scheduling
- **Travel arrangements** : Researching suitable options for flights, accommodations, and transportation
- **Projects management**: Supporting and assisting various ongoing projects for the organization/tracking the progress and deadlines of the projects
- **Events coordination**: finding suitable venues and coordinating all logistics
- Present insightful analytics and help executives understand the pros and cons of different choices - highlighting the best course of action.
- Administration support and office management

Events organiser - head of projects:

- Plan, manage and organize both public and private events.
- Keep event plans under budget and on schedule.
- Work with multiple different teams to understand needs and coordinate tasks
- Manage project schedules and communicate with stakeholders on progress through reports, presentations, etc.
- Orchestrate activities to lead the team efficiently to achieve project objectives
- Productively resolve issues and challenges and report to management to improve the quality of the project
- Allocate the appropriate personnel and resources to complete goals

TRANSITIONS OPTICAL

2002 - 2003

Administrative assistant/office manager

- scheduling meetings and appointments
- delegate work to staff and manage their workload and output
- organise the office layout and maintain supplies of stationery and equipment
- Ensure that all items are invoiced and paid on time
- Answering phone calls/ emails and reception of visitors