



CLAUDIA BOUILLÉ

I am a dynamic person with high interpersonal skills. I have 15 years of people and project management experience in an international context, excellent communication, planning, teaching, interpreting skills and the ability to quickly adapt to new environments. French native, I speak English and Spanish fluently. I am willing to commit to sustainable and inclusive programs. Flexible approach and can do attitude characterize me the best.

Calle Bernardo Torre 75
35007 Las Palmas
Gran Canaria, Spain
(+34) 633 91 08 46
claudia.bouille@yahoo.fr
N.I.E. Y7984145-P

Nationality: French
Date of birth: 16 June 1986
Full motorcycle and car license

KEY SKILLS

- Ability to work well with people from diverse backgrounds, strong team building & communication skills, empathetic coaching
- Teaching French and English as a Foreign Language, flexible and customized approach
- Translation & interpretation in English, Spanish and French, across the social services sector, festivals and events around art & culture, sustainable tourism
- Project management, planning, analytical skills, managing multiple priorities and making complex decisions
- Making a business diagnosis, implementing a business plan, management control
- Sales & marketing, client relation, negotiations, active listener
- Critical and creative problem solving thinker

LANGUAGES

- French C2
- English C1
- Spanish B2
- German A2

INTERNATIONAL & WORK EXPERIENCE

Native French Teacher - Interpreter and Translator

Las Palmas, Gran Canary October 2020 - Present
Teach French as a Foreign Language, in Spanish and/or English, one-on-one courses or groups. Prepare students for the DELF/DALF oral and written tests. Experience with intensive courses programs, such as l'Alliance Française worldwide associative network. Customized approach. Offer translating and interpreting services as a free lance.

English Teacher - Kids&Us school

Las Palmas, Gran Canary September 2021 - January 2022
Taught to children from 4 to 11 years, dynamic courses 100% in English.

Interpreter and social worker - Spanish Red Cross

Las Palmas, Gran Canary June - August 2020
Served as a volunteer in the refugee programme. Helped as an interpreter from Spanish to French, provided language classes, organised social development activities such as sports, dance, ...

Translator of travel content - Mundocreativo

Tenoya, Gran Canary January - March 2020
Created and translated multimedia content from Spanish to English and French. Took part to activities aimed at promoting sustainable tourism, the conservation and regeneration of Gran Canary island.

Receptionist - Patio & Vagamundo hostels

La Laguna, Tenerife & Los Llanos, La Palma Sept.- December 2019
Front desk reception, check-ins/outs, organizing events and tours, general maintenance of the property and the booking systems.

Project Manager - APEX Group Ltd.

Luxembourg March 2017 - July 2019
Managed complex compliance project between leaders of Operations, Risk and Legal departments, in a cross-functional team and multi-cultural environment:

- Team leader, managing work flow of two assistants, administering the allocation of their tasks, setting up standards and methodology.
- Organized and conducted review meetings with external auditors, the Board of Directors; reporting to Senior Management in the UK.

Volunteering, working and solo backpacking trip

Asia and South America February 2015 - January 2017
Slow and responsible travel approach, seeking for off the beaten path places and meeting local people in remote areas. Activities included teaching English to children in Laos, Indonesia and Myanmar, organizing art workshops in Malaysia, buying a motorbike and riding solo through Vietnam, diving (obtained PADI scuba diving certification in Colombia), trekking in the Andes and the Amazon, beach cleanup, ...

INTERESTS

- Eager to learn new things, share knowledge and experience in environmental and social projects, collective actions, reforestation
- International backpacking, slow and responsible travel approach, meeting people from different cultures
- Outdoor and adventure activities, hiking, scuba diving, biking, motorcycle road trips, snoekling, nature lover, ...
- Cultural events, music festivals

COMPUTER & SOFTWARE

- Microsoft Office
- SAP
- Salesforce CRM tool
- Confluence - team collaboration software

REFERENCES

- Tus clases particulares:
<https://www.tusclasesparticulares.com/profesores/claudia-bouille.htm>
- LinkedIn:
<https://www.linkedin.com/in/claudia-bouill%C3%A9-4b874b14/7>

Other references are available upon request

Sales & Marketing support - Music Tribe/Music Group **Behringer, Cool Audio, Midas, Turbosound, TC Electronic and TC-Helicon, Tannoy, Klark Teknik, Lab.gruppen, Aston Microphones**

Luxembourg

February 2012 - July 2014

Worked closely with sales management to establish the company's strategy and achieve revenue targets in Asia Pacific Region, setting and following up weekly sales forecasts:

- Dealt with customers' queries on a daily basis, coordinated with the different departments located worldwide (U.S.A, Germany, Macau)
- Led internal trainings and workshops on business processes for operational teams in China and the Philippines

Project Leader - IL Cosmetics

Bettembourg, Luxembourg

July 2009 - January 2012

Led the development of new projects, served as a liaison between marketing, sales, laboratory and production teams to coordinate the completion of all activities, from initial project brief through to the product manufacturing:

- In charge of price quotations, project budget, resource allocation, monitoring and controlling the planning
- Recruited and trained an administrative assistant

EDUCATION

"Teaching French as a foreign language"

2020-21

CAVILAM – Alliance Française, with the French Institute, the OIF, the AUF, the FIPF, the University Clermont Auvergne
Distance learning program & Certification

Introduction to Environmental Management

2020

Online Training & Certification - Spain Red Cross

PRINCE2 Project Management

2018

QRP International Training & Certification- Luxembourg
Project Management method to deliver efficient projects

Two Master's degrees in Law, Economics and Management:

2009

M2 "Business Administration"

IFAG Business School - Lyon, France and Cambridge - UK
Two years work-study program. Part time courses include business strategy, law, marketing, start-up projects, management control diagnostic. Business English Certificate at the University of Cambridge

M2 "Social Entrepreneurship and Governance of Family companies"

Institut d'Administration des Entreprises-University of Bordeaux
Intensive training via weekly live videoconference classes

Bachelor in Foreign Languages, English/German

2007

Nancy University - France

Three-year degree, translation, interpreting, international economics and law. ERASMUS at the University Newcastle upon Tyne, UK