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## Lecturer/Researcher, Translator, Proofreader

I'm a lecturer at the University of Paris I, teaching *Æ*sthetics, Sciences of Art, Cultural Mediation and Cultural Studies since 2005, after have being lecturer in Paris VIII and worked as a fellow researcher/lecturer (ATER) for a year - always with passion and ambition.

I've been the Coordinator of the "Design Management" Dept. in Parsons Paris - School for Art and Design for a year, and I've founded an on-line translation company, which I'm managing since October 2007.

I'm as well an Italian/French/English translator, a collective works' director, a proofreader and a layout artist for publishers in France and Poland (as a freelance).

Former PhD student under the joint supervision programme between universities of Paris I and Venice, I'm notably working on Sociology, *Æ*sthetics, Cultural Studies and Politics, Museology, Sciences of Art, with a special focus on cultures, modern and contemporary art, world literatures and cultural 'minorities', as well as the question of Sight and Identity.

I'm passionate about teaching, culture, language and languages, translation and writing.

### Work experience

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Since  
September 2011

#### **Lecturer - University of Paris I**

**Mission:** • 'Intro to Sociology of Art and Culture' (first semester), for students preparing a Junior DEGREE (Licence 3) in Art and Culture Trades (with Pascal Le Brun-Cordier) since 2010-2011

• '*Æ*sthetics and Art Criticism' (first semester), for students preparing a Junior DEGREE (Licence 1) in *Æ*sthetics and Sciences of Art (since 2009-2010)

• '*Æ*sthetics: Modernity' (second semester), for students preparing a Junior DEGREE (Licence 2) in *Æ*sthetics and Sciences of Art (since 2008-2009)

• '*Æ*sthetics: Beauty, Imitation, Imagination' (second semester), for students preparing a Junior DEGREE (Licence 1) in *Æ*sthetics and Sciences of Art (since 2009-2010)

Since  
October 2007

#### **Manager of an On-Line Translation company (Freelance)**

**Mission:** Setting up, web-site and staff management, translations and proofreadings. Project manager, administration and accounting of the On-Line Translation company.

Also: translations and proofreadings in French and Italian, and from English to these two languages.

**Means:** Translators' collective working on a freelance system.

September 2010  
September 2011

## **ATER (Fellow Researcher/Lecturer)**

University of Paris I Panthéon / Sorbonne

**Mission:** ATER (Fellow Researcher/Lecturer) in *Æ*sthetics and Cultural Studies, giving classes in:

- 'Intro to Sociology of Art and Culture' (first semester), for students preparing a Junior DEGREE (Licence 3) in Art and Culture Trades (with Pascal Le Brun-Cordier)
- '*Æ*sthetics and Art Criticism' (first semester), for students preparing a Junior DEGREE (Licence 1) in *Æ*sthetics and Sciences of Art (started in 2009-2010 as a lecturer)
- '*Æ*sthetics: Modernity' (second semester), for students preparing a Junior DEGREE (Licence 2) in *Æ*sthetics and Sciences of Art (started in 2008-2009 as a lecturer)
- '*Æ*sthetics: Beauty, Imitation, Imagination' (second semester), for students preparing a Junior DEGREE (Licence 1) in *Æ*sthetics and Sciences of Art (started in 2009-2010 as a lecturer)
- 'Genealogy of Cultural Studies' (second semester), for students preparing a MASTER'S DEGREE 1 and 2 in *Æ*sthetics, Art and Culture Trades and Cultural Studies (with Maxime Cervulle)

**Means:** Due to the appointment to the position of ATER, some of my courses were dropped, changed and added; these courses are the requested ones for this particular status.

October 2009  
September 2010

## **Department Coordinator - Design Management Department**

Parsons Paris - School of Art and Design

**Mission:** Department Coordinator in the "Design Management" Department: interdisciplinary collaborations' and intervarsity projects' development and follow-up, partnerships' school-business management, obtaining CNCP accreditation, collaboration in releasing of "COLLECTIONS" magazines, but also administrative and secretarial work, students and university body reception, data capture and management of registration schedules and educational tutoring.

I was in charge of the creation of the MBA program in "Design Management & New Curatorial Practices" (hold in 2011-2012).

I left this position due to my appointment to the position of ATER at the university of Paris 1.

October 2006  
September 2010

## **Lecturer - University of Paris VIII**

University of Paris VIII Saint-Denis

**Mission:** • Lecturer: 'How to exhibit culture ?' (second semester), for students preparing a MASTER'S DEGREE 1 and 2 in Plastic Arts and Arts (since 2008-2009, then opened to students in Mediation : Art and Publics since 2009-2010)

• Joint director for several students' Tutored Projects, preparing a Junior DEGREE (Licence 3) in Plastic Arts and Arts (since 2007-2008)

• Lecturer: 'Our Others' museum : Quai Branly museum' (second semester), for students preparing a Junior DEGREE (Licence 2 and 3) or a MASTER'S DEGREE 1 in Plastic Arts and Arts (intensive courses in 2006-2007, regular courses since 2007-2008)

• Lecturer: 'How to approach culture ?' (first semester), for students preparing a Junior DEGREE (Licence 2 and 3) or a MASTER'S DEGREE 1 in Plastic Arts and Arts (since 2006-2007)

**Appraisal:** Truly successful experiences; the initial small group of students grew up and reached a lecture's public size, with a focus on personal work of each student however, and corpus of experiences aimed to put into practice studied concepts.

Directing students' Tutored Projects allows more general approach for subjects and methods put into practice and at the same time a more individualized and progressive relationship on the educational point of view.

This position, at first created for a replacement, became regular due to its success, allowed me to contribute in introducing Cultural Studies, connected to Aesthetics, in the university of Paris VIII and was confirmed thanks to students' very positive responses.

The amount of students grew from 12 to 71 per semester and group in two years.

I left this position due to my appointment to the position of ATER at the University of Paris 1.

February 2006  
September 2010

## Lecturer - University of Paris I

University of Paris I Panthéon/Sorbonne

**Mission:** • Lecturer: 'Intro to Sociology of Art and Culture' (first semester), for students preparing a Junior DEGREE (Licence 3) in Art and Culture Trades (since 2010-2011)

• Lecturer: 'Æsthetics and Art Criticism' (first semester), for students preparing a Junior DEGREE (Licence 1) in Æsthetics and Sciences of Art (since 2009-2010)

• Lecturer: 'Æsthetics: Modernity' (second semester), for students preparing a Junior DEGREE (Licence 2) in Æsthetics and Sciences of Art (since 2008-2009)

• Lecturer: 'Æsthetics: Beauty, Imitation, Imagination' (second semester), for students preparing a Junior DEGREE (Licence 1) in Æsthetics and Sciences of Art (since 2009-2010)

• Lecturer: 'Introduction to Cultural Studies' (second semester), for students preparing a MASTER'S DEGREE 1 and 2 in Æsthetics, Art and Culture Trades and Cultural Studies, in collaboration with professor Pascal Le Brun-Cordier (from 2005-2006 to 2009-2010)

**Means:** In Æsthetics courses my purpose is to study some essential texts and to infer some philosophical skills, in order to analyse, afterwards, artworks from classic or contemporary history of art. The point is to put theory into practice and to stay aware of its vitality.

Cultural Studies courses where in fact seminar-debates with several wellknown guests (such as Alexia Fabre, Jan Baetens, Ruwen Ogien, Patrick Baudry, Benoît De L'Estoile, Pascal Blanchard, Catherine Arc, Louis-Georges Tin, Laurent Martin, Eric Maigret) discussing subjects like post-colonialism and cultural domination, unconscious images of 'others', suburban culture, and so on.

In Sociology, the course is an introduction to essential texts about sociology of art and culture, with both theoretical and practical approach related to contemporary issues.

I left this position due to my appointment to the position of ATER at the University of Paris 1.

**Appraisal:** Really improving and fruitful experiences, in which a quite crowded and heterogeneous group was individually tutored; students have appreciated this introduction to such rich and complex subjects.

These courses and their respective academic rigour made me also able to rise above disciplinary polemics, because they can marry Cultural Studies' and Sociology's active observation with Æsthetics' fundamental reflection - which are two essential philosophical skills since Antiquity.

I left this position due to my appointment to the position of ATER at the University of Paris 1.

Since  
June 2008

## Publication and Collective Work's Directing

CRICC-LETA (Université de Paris I)

**Mission:** Collective work's direction:

R. Di Lorenzo and B. Darras (dir.), 'Mediacja Kulturalna' (Cultural Mediation), – due in January 2012

Paper:

R. Di Lorenzo, 'Konieczny paradoks' (The Necessary Paradox).

**Means:** This publication introduces in Poland western researches about cultural mediation (Yves Michaud, Joëlle LeMarec, Christophe Genin, Arnold Aprill, Bernard Darras, and my paper: 'Konieczny paradoks' (The Necessary Paradox).

**Appraisal:** Truly nice experience in collective work's direction, translation and writing, with the purpose to introduce a new subject in one of the new European States.

Really stimulating and fruitful.

Due in January 2012.

Since  
November 2009

## Collaboration in Publishing

Collection, Paris

**Mission:** Collaboration in publishing of "Collection" issues – scientific disclosure revue in Design and Social Sciences

"Collection", Parsons Paris (Paris)

First issue, both on paper and Internet version, was published in January 2010

**Means:** Proofreading and verification before publication, coordinating partners, keeping collaboration contacts with authors and translators, translations

**Appraisal:** Very positive – an ambitious project in scientific disclosure in the field of Design and Social Sciences

Since  
April 2011

## Publication

Hommes & Migrations, Paris

**Mission:** R. Di Lorenzo, « Expatriation or emigration ? North and South as Others' Identities »

**Means:** In Alexandra Poli (dir.), Hommes & Migrations

Due in November 2011

**Appraisal:** Publication related with reflections preparing my current doctoral dissertation.

June 2011  
August 2011

## Translator

Gribaudo Edizioni, Milano

**Mission:** Translation of the book:

The Complete GOLF Manual

Milano, Gribaudo Edizioni, 2011

in collaboration with Claudio Senepa and Salvio Digesto

**Means:** Translation from English to Italian.

**Appraisal:** Regular and lasting collaboration.

Since  
June 2008

## Publication

Revue d'Esthétique, Paris

**Mission:** R. Di Lorenzo, 'Gianni Vattimo : Le tourment de la multiplicité' (Gianni Vattimo: the Multiplicity's Torment)

**Means:** Due in June 2012

May 2011  
May 2011

## Translator

Gribaudo Edizioni, Milano

**Mission:** Translation of the book:

Dr. Bellamy's Curious Collection of Dangerous Beasts, Milano, Gribaudo Edizioni, 2011

**Means:** Translation from English to Italian.

**Appraisal:** Regular and lasting collaboration.

April 2011  
April 2011

## Translator

Gribaudo Edizioni, Milano

**Mission:** Translation of the book:

Zhannat Akhmetova, Piccole Ballerine, Milano, Gribaudo Edizioni, 2011

in collaboration with Claudio Senepa

**Means:** Translation from Italian to French

**Appraisal:** Regular and lasting collaboration.

May 2011  
May 2011

### **Translator**

Collection, Paris

**Mission:** Translation of a paper:  
Klaus Krippendorff, « Human-centered design: a cultural need »

**Means:** Collection no. 3: "Art + Design & Semiotics" - Winter 2010 - due in November 2011,  
Parsons Paris  
Translation from English to French

**Appraisal:** Regular and lasting collaboration.

December 2010  
December 2010

### **Translator**

Collection, Paris

**Mission:** Translation of a paper:  
Michela Deni, "Interview"  
In collaboration with Claudio Senepa

**Means:** Collection no. 3: "Art + Design & Semiotics" - Winter 2010 - due in November 2011,  
Parsons Paris  
Translation from Italian to French

**Appraisal:** Regular and lasting collaboration.

December 2010  
December 2010

### **Translator**

L'Aperitivo Illustrato

**Mission:** Translation of a paper:  
Jessica Molinari, "Jarek ■ukaszewicz - When Pictures Count As Words"

**Means:** "L'Aperitivo Illustrato" no.47, pictorial magazine about artistic and cultural actualities -  
February 2011  
Translation from Polish to Italian

March 2010  
April 2010

### **Translator**

Collection, Paris

**Mission:** Translation of four papers and the review introduction:

Willemien Visser, "Simon: Design as a Problem-Solving Activity"

Willemien Visser, "Schön: Design as a Reflective Practice"

Willemien Visser, "Visser: Design as Construction of Representations"

Céline Mougenot, "From France to Japan: an International Experience in Post-Doctoral  
Research on Design, Cognition and Creativity"

**Means:** Collection no. 2: "Art + Design & Psychology" - Spring-Summer 2010 - October 2010,  
Parsons Paris  
Translation from English to French

**Appraisal:** Regular and lasting collaboration

November 2009  
December 2009

## **Translator**

Collection, Paris

**Mission:** Translation of two papers and of the English part of two other papers:

Ulla Johansson / Jill Woodilla, "Designers Dancing with(in) Hierarchies - The Importance of Non-Hierarchical Power for Design Integration and Implementation"

Magdalena Jarvin / Inga Treitler, "Understanding Customs to Innovate Products and Services – from Sociologist's Methods to Designer's Practices"

Alice Peinado / Fabio La Rocca, "A Sociology of the Everyday: A Hindsight into Sociological Practices informing Design"

Alice Peinado, "The Relationship of Micro-social Analysis to Design Thinking and Design Processes"

**Means:** Collection no. 1: "Art + Design & Sociology" - Winter 2010 - June 2010, Parsons Paris Translation from English to French

**Appraisal:** Very positive translation experience, which led to a regular and lasting collaboration

Since  
May 2008

## **Editor-in-chief of a Website**

100 CULTURES SUR UN BLOG

**Mission:** Creation, writing and editing, management of the website '100 Cultures sur Un Blog' (100 cultures on 1 blog), introducing various subjects (art, society, politics, museology, cultural studies, advertising and television, culture) in a culturalist thought perspective.

**Means:** Independent website, hosted by 'Un Blog, Des Blogs' company (France).

**Appraisal:** First created in order to afford access to my students to a common database, this blog quickly became a rich and lively website allowing several exchanges with other publics and a pleasant but accurate divulgation of my works' subjects.

April 2007  
April 2007

## **Publication**

Editions de L'Harmattan, Paris

**Mission:** R. Di Lorenzo, 'Notre musée d'autrui - Réflexions sur la beauté du Musée du Quai Branly' (Our Others' Museum: Thoughts About Quai Branly Museum's Beauty)

**Means:** Published in MEI – Médiation et Information nr. 24/25 (2006) international university magazine, L'Harmattan, Paris, April 2007

**Appraisal:** A success, the magazine as well as the paper had very positive feedback.

August 2004  
May 2008

## **Publication**

Revista Universidad de Guadalajara, Mexico (MEX)

**Mission:** R. Di Lorenzo, 'Divulgación y banalización: el arte como tiempo libre' (Divulgation and Popularization : Art as Free Time)

**Means:** In Revista Universidad de Guadalajara, university magazine, Guadalajara (MEX), May 2008.

Translation: Cristina Castellano

**Appraisal:** First publication, from reflections preparing my current doctoral dissertation.

Since  
September 2008

### **Translator**

CRICC-LETA (Université de Paris I)

**Mission:** Translation of the collective work, in collaboration with Marek Wlodarczyk:

R. Di Lorenzo and B. Darras (dir.), 'Mediacja Kulturalna' (Cultural Mediation), – due in June 2010

**Means:** Translation from French, Italian and English to Polish, in collaboration with Marek Wlodarczyk.

This publication introduces in Poland western researches about cultural mediation.

**Appraisal:** Very positive experience, which improved administrative and directing skills in a publisher's context, as well as my experience as a translator.

Due in June 2010.

Since  
July 2008

### **Translator**

Revue d'Esthétique, Paris

**Mission:** Translation of several papers to be published in the magazine:

Enzo Paci, 'Ma perspective esthétique' (My Æsthetic Perspective)

Paolo D'Angelo, 'L'esthétique phénoménologique en Italie' (Phenomenological Æsthetics in Italy)

Silvia Vizzardelli, 'L'esthétique musicale des cinquante dernières années en Italie' (Æsthetics of Music in the Past 50 Years in Italy)

**Means:** Revue d'Esthétique, under the supervision of Gilles A. Tiberghien

Due in June 2012

Translation from Italian to French

**Appraisal:** Very positive translation experience.

June 2008  
June 2008

### **Translator**

Christophe Le Gac - Monografik Editions

**Mission:** 'Miguel Chevalier and the Neo-Technological Æsthetic Flow', by Mario Costa

**Means:** Translation from Italian to English - technical and philosophical text about new communication technologies

Published on Monografik Editions Website

September 2005  
October 2008

### **Translator**

Editions de l'École Normale, Paris

**Mission:** Translation of the book:

Luigi Pareyson, 'Esthétique – Théorie de la Formativité' (Æsthetics: Theory of the Formativity), Paris, Éditions de l'École Normale, 2007

In collaboration with Gilles A. Tiberghien

**Means:** Published in October 2007

Translation from Italian to French, in collaboration with Gilles A. Tiberghien

**Appraisal:** A substantial translation project, with a peculiar quality of the language (a very sophisticated, accurate and slightly obsolete Italian) as well as for the book size (400 pages in the original Italian version). Very fruitful.

June 2006  
June 2006

### **Translator**

Editions MEP, Paris

**Mission:** Translation of the paper:

Dominique Baqué, 'Gabriele Basilico'

**Means:** Published in Mots Écrans Photo nr. 29, special issue Un été italien  
Paris, éd. MEP, June 2006 (p. 19-29)  
Translation from Italian to French

**Appraisal:** Very useful translation experience, mainly because of the need to complete the project very quickly but with a high-level quality.

September 2004  
October 2004

### **Translator**

Editions ENSP/Actes Sud, Paris

**Mission:** Translation of the paper:

Francesco Careri, 'Transurbance'

**Means:** Published in Carnets du paysage nr. 11, October 2004  
Paris, éd. ENSP/Actes Sud (p. 160-169)  
Translation from Italian to French

**Appraisal:** First professional translation experience, really profitable and fruitful.

June 2005  
December 2008

### **Proofreader and Layout artist**

Publications de la Sorbonne, Paris

**Mission:** Collaboration in the ImagesAnalyses books' publication, under the direction of Bernard Darras

Complete series due before December 2009.

**Means:** Proofreading and verification before publication, negotiating copyrights, typography, layout, keeping collaboration contacts between publisher and authors

**Appraisal:** Very positive - proofreading (simple or computer-aided) and professional layout creation are some of the new acquired skills.

September 2004  
September 2004

### **Administration and Reception Desk**

University of Paris IV Paris-Sorbonne

**Mission:** CDD (Temporary contract) in Research and Doctoral School Departement.  
Administrative and secretarial work, students and university body reception, data capture and management of registration schedules, copy desk works, mail processing, desk and phone reception

**Means:** Administrative and secretarial work, students' and university body's reception, data capture and management of registration schedules, copy desk works, mail processing, desk and phone reception

**Appraisal:** Very good experience, which improved my reception, secretarial and administrative skills.

July 2001  
July 2001

### **Museum employee (growth-oriented job)**

Peggy Guggenheim Foundation, Venice (Italy)

**Mission:** Internship in Peggy Guggenheim Collection, Venice (I)  
Growth-oriented internship through all the museum's positions (director secretariat, secretarial work in press desk, museum guide, foreign visitors reception desk, tickets and souvenirs sale, "museum walker")

**Means:** Internship and grant obtained from Solomon R. Guggenheim Foundation in New York

**Appraisal:** Very interesting and useful experience, thanks to testing all the museum's positions and jobs.

## Diplomas and education

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Since October 2004	<b>University of Paris I Panthéon/Sorbonne</b> DOCTORAL DISSERTATION in Æsthetics and Sciences of Art (joint supervision)  University of Paris I – Panthéon/Sorbonne, Paris, thesis tutor : professor Bernard DARRAS University « Ca' Foscari/IUAV (SSAV) », Venice, thesis tutor : Professor Giorgio AGAMBEN  Temporary title : FOLLOW MY SIGHT (Read my lips) - An Analysis of Museum Legitimacy Questioning Museum Message in Sight's Museums (Musées du Regard) <b>Area of specialisation:</b> Æsthetics, Cultural Studies, Museology, Sciences of Art
October 2004 September 2007	<b>University of Paris I Panthéon/Sorbonne</b> Grant for Doctoral Works (Allocation de Recherche) in Æsthetics and Sciences of Art <b>Area of specialisation:</b> Æsthetics and Sciences of Art, Cultural Studies, Cultural Mediation
October 2004 June 2006	<b>Inalco (National Institute fo Eastern Languages and Civilisations)</b> DULCO (One-language Diploma in Oriental Languages and civilisations)  DEGREE (Licence) in Polish  Two very interesting and useful courses of studies, voluntarily pursued and unfinished; their purpose was essentially a personal and professional improvement, never to the expense of my main activities. <b>Area of specialisation:</b> Polish Language, Literature and Civilisations
October 2002 June 2003	<b>University of Paris I Panthéon/Sorbonne</b> MASTER'S DEGREE 1 (Maîtrise) in Æsthetics and Sciences of Art  Research tutors: Gilles A. TIBERGHIE, Jean-Louis PAUDRAT <b>Area of specialisation:</b> Æsthetics and Sciences of Art (magna cum laude)
October 2001 June 2002	<b>University of Paris I Panthéon/Sorbonne</b> DEGREE (Licence) in Æsthetics and Sciences of Art <b>Area of specialisation:</b> Æsthetics and Sciences of Art
September 2001 May 2002	<b>Ateliers Beaux-Arts (Glacière), Paris</b> Artistic training in painter Gonzalo Belmonte's atelier (drawing, painting and composition), at Ateliers-Préparatoires in Fine Arts "Glacière", Paris <b>Area of specialisation:</b> drawing, painting and composition
July 2001 July 2001	<b>Peggy Guggenheim Foundation, Venice (I)</b> Grant from Solomon R. Guggenheim Foundation in Studies in Museology and History of Modern Art Peggy Guggenheim Collection, Venice (I) <b>Area of specialisation:</b> Studies in Museology and History of Modern Art
October 1999 June 2001	<b>University of Paris I Panthéon/Sorbonne</b> Junior DEGREE (DEUG, 2 years university courses after the high school Diploma) in Plastic Arts and Sciences of Art <b>Area of specialisation:</b> Plastic Arts and Sciences of Art

March 2000  
May 2001

### **Atelier Guillaume Beaugé, Paris**

Artistic training in painter Guillaume Beaugé's atelier (drawing, painting and composition), Paris

**Area of specialisation:** drawing, painting and composition

January 1999  
June 1999

### **Atelier Alain Lobel, Paris**

Professor and architect Alain Lobel's prospect courses, Paris

**Area of specialisation:** drawing and prospect

January 1998  
June 1998

### **Academy of Fine Arts in Genevois, Gaillard (FR)**

Artistic training with professors Jean-Pierre Rodà and Cécile Eyraud (nude drawing with a model), at the Academy of Fine Arts in Gaillard, France

**Area of specialisation:** nude drawing with a model

October 1997  
June 1998

### **Decorative Arts Superior School, Geneva (CH)**

Several art courses:

- Oil painting with professor Charles Vogt
- Human body's and character's drawing with professor Pascal Saini
- Modelling and drawing with professor Monika Kaminska

**Area of specialisation:** oil painting, drawing, modelling

September 1992  
June 1997

### **"G. Marconi" High School (Foreign Literature and Languages), Pescara (I)**

HIGH SCHOOL DIPLOMA (Baccalaureate) in Foreign Literature and Languages (magna cum laude: 54/60)

**Area of specialisation:** Foreign Literature and Languages (Italian, French, English, Russian), Mathematics, Latin

October 1996  
May 1997

### **Atelier Guido Giancaterino, Pescara (I)**

Private tutoring in drawing and painting with professor Guido Giancaterino, Pescara (Italy)

**Area of specialisation:** drawing and painting

June 1996  
July 1996

### **Academy of Fine Arts, Poznan (PL)**

Several art courses:

Painting with professors B. Wojtasiak and J. Drazkiewicz

Drawing with professors J. Drazkiewicz and I. Domagala

**Area of specialisation:** drawing and painting

## **Computing skills**

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### **Software**

Word  
Works  
Excel  
Photoshop  
Cmap  
Apogée  
Office  
PowerPoint  
ProLexis  
TopSys

## Language skills

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### French

**Speaking competence:** Native speaker, **Written competence:** Native speaker

### English

**Speaking competence:** Fluent, **Written competence:** Fluent

### Italian

**Speaking competence:** Native speaker, **Written competence:** Native speaker

### Polish

**Speaking competence:** Fluent, **Written competence:** Fluent

### Russian

**Speaking competence:** School level, **Written competence:** School level

## Various

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### Switchboard and Administrative Operator in a Hospital

Hôpital Pierre Roquès - Maternité "LES BLUETS" (Maternity Hospital)

Switchboard operator and Receptionist: work at reception desk and phone, admissions' data capture and management for hospital various units (maternity, artificial insemination, family planning service, health center), contacts with customers and patients, accounting and record keeping.

### Multi-task Receptionist / Desk Manager Assistant

Multi-task Receptionist (work at reception desk and phone, properly address the guests' needs, bookings' data capture and management, cash basis accounting and record keeping, secretarial and copy desk works, mail processing, business contacts with guests and partners, helping and advising guests during their stay, yield-management, Hotel manager assistance)

Desk Manager Assistant (usual tasks, yield-management, training and management of several teams)

Hotel A La Villa Saint Martin\*\*\* - 27, rue des Récollets - 75010 Paris

Used softwares : TopSys, Excel, Internet  
Teamwork and individual work  
Languages : French, English, Italian, Polish

First Contract beginning : September 2007  
Contract end (for my willness) : February 2009

Second Contract beginning : 9 September 2009  
Contract end (for my willness) : October 2009

### Assistant in a Veterinary Clinic (Pescara, Italy)

Passionate about animals, medicine, surgery and relationship with customers, I've done two successful stage periods in a veterinary clinic.

I had the chance to learn technical know-how basics (assistance in surgery, anaesthesia, prep for an operation and wake-up, biological analyses, taking blood samples, drugs administration, preparing and hooking drips, stitching up wounds, medications, assistance in consultations) as well as administrative and reception desk tasks, in a such peculiar context.

I've acquired specific skills and others, more general: keeping my head in emergency contexts, teamworking, emergency

work, night-work, management of orders, invoices and medical records, having initiative.

Summer 2006 - Veterinary Clinic "Città di Pescara", Pescara, Italy

### **Assistant in a Veterinary Clinic, Pescara (Italy)**

After a first and successful experience, which was as stimulating and satisfying for me as for the veterinary team, I've carried on my education in these areas in another veterinary clinic, under the same clinic director's supervision.

Summer 2007 - Veterinary Clinic "Clinica Dannunziana", Pescara (I)

### **Nursery Assistant, Paris**

Nursery assistant for a 6-months-old child, for a family (Marie Claire Degorce, 75020 Paris).

Contract beginning: March 2007

Contract end: June 2007

This job is an "official" continuation of several experiences in childminding :

- October 2001 to June 2003 : occasional childminding (a boy aged 2 years at the beginning of our collaboration) - 75015 and 75004, Paris

- November to December 1998 : childminding (two boys aged 7 and 9 years at the beginning of our collaboration) - 75019, Paris

- October 1998 to June 1999 : homework and childminding (a girl aged 22 months and a newborn boy aged 3 days at the beginning of our collaboration) - 75116, Paris