



JOANNE DAVIS

LANGUAGE CONSULTANT

Law graduate with a concentration in public communication, administration and human rights law. English language teacher with over eight years' experience with both children (aged 4 – 16) and adults (university level and professional business English). Administrative assistant and translator within the private sector; notably in the areas of Law, Finance and Pedagogy. Optimal communication skills across multiple languages and disciplines.

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PROFESSIONAL EXPERIENCE

LANGUAGE CONSULTANT

Think Labs | Rome | Jan. 2021 – Present

Founder of 'Think Labs'; a project aimed at simplifying education. An innovative service connecting students with teaching professionals

- Mobile English language tutor and accent coach.
- Research, implementation and management of individual themed labs for children aged 4 – 16.
- Preparation for Cambridge examinations (KET, PET, First etc.)

SCHOOL DIRECTOR

Little Star International School | Rome | Nov. 2020 – Feb. 2021

Director of English-speaking nursery and preschool

- Launched an innovative collaboration with the embassies of Rome; fostering international relations.
- Assistance with the maintenance of the school's visibility; including their website and monthly newsletter.
- Provision of daily support to teaching staff, the culinary department and health and safety personnel.

ADMINISTRATIVE ASSISTANT

Digital Marketing Consulting Firm - Kruden Consulting | Rome | Sept. 2020 – Feb. 2021

Assistant to the Director of a French digital marketing firm (part-time)

- Daily logistics communication between French and Italian clients, suppliers, collaborators and institutions.
- Organisation of business trips within Europe.
- Processing of expense reports and compilation of annual figures for accounting purposes.
- Control of monthly invoicing (including invoice tracking through facture.net software and direct client follow-up for payment timetabling).

BILINGUAL LEGAL ASSISTANT

Law Firm - Latham & Watkins | Paris | 2019 - 2020

Legal assistant at Latham & Watkins; second highest-earning law firm worldwide. Member of two teams: Antitrust Law and Arbitration Law (working for a total of twenty-three Partners and associates)

- Management of complex agendas; booking of multinational conference rooms.
- Planning and overview of international business travel; management of travel documents and visas.
- Translation of legal documents from French to English and proofreading for accuracy, fluency, grammar and style.
- Forecast, management and billing of cases on a monthly basis.
- Preparation of official legal documentation for the French regulatory and competition authorities.

EDUCATION

LLB (Hons) Bachelor of Laws
1st Class Degree with Honours & Valedictorian
Kingston University, London
2008-2011

Study Abroad, Criminal Justice Studies
3.97 GPA
San Francisco State University, California
2009-2010

AWARDS

The Dean's Award of Excellence
Kingston University, London
2011

First Place & Best Speaker, Spring Fling Debate Competition
Northern California Forensic Association
2011

SKILLS

Reliability
Multi-lingual verbal and written communication
Organisation
Time management under stress
Initiative
Self-discipline
Dedicated team member

PROFESSIONAL EXPERIENCE continued

TECHNICAL SKILLS

Excellent capabilities with Office Package (Word, Excel, Powerpoint)

High-level proficiency of collaboration software (Worksite, Workshare Compare)

Distinguished billing skills (Elite 3E, Facture.net)

Management of legal databases (Lexis Nexis, Westlaw)

LANGUAGES

English (mother tongue)

French (bilingual)

Italian (intermediate)

Spanish (conversational)

VOLUNTEER WORK

Human Rights Officer

Projects Abroad Human Rights Office
South Africa
2013

Student Mediator

Kingston University, United Kingdom
2011

English Language Teacher

Teaching English Abroad, Thailand
2009

INTERESTS

Art History

Design

Photography

Cooking

Guitar

Surf

Snowboard

BILINGUAL LEGAL ASSISTANT

Law Firm - Norton Rose Fulbright | Paris | 2018 - 2019

Assistant to the Capital Markets and finance team

- Complex agenda management and logistical coordination of international business travel.
- Respond to external requests and direct requests to specific departments within the firm.
- Creation and maintenance (via Microsoft Excel and financial graphs) of a central register of files in progress containing: budget information, project development and breakdown of billing figures in real time.
- Translation of banking and financial documents from French into English.
- Management of external resources; regular communication with external travel service providers and event coordinators.

ENGLISH TEACHER

English with Emma | Paris | 2014 - 2018

Private English tutor to Francophones, aged from kindergarten up to business level English

- Research and provision of pedagogical materials and content creation to provide structured language courses adapted to the individual client.
- Management of teaching logistics, both on an individual level and within a team.
- Presentation of periodic progress reports to parents for feedback.
- Organisation of educational language trips to English-speaking countries around the world.

PERSONAL ASSISTANT AND TRANSLATOR

Autostoriche | Bergamo | 2013 - 2014

Personal assistant to a family-run collector and restaurator of classical cars

- Organise appointments, manage incoming calls and take messages.
- Reach out to car dealerships and collectors for information on the history and specifications of classic cars on the market.
- Receive customers; organise visits, organise dinners, accompany customers to restoration sites.
- Translation of sales contracts from Italian into English; live translation of the contractual negotiations between the parties.

INTERN

Projects Abroad Human Rights Office | Cape Town | 2011 (6 months)

Intern for a South African human rights NGO based in Cape Town

- Point of first contact for refugees and asylum seekers predominantly from Central Africa.
- Provide administrative and logistical support to local committees and conferences.
- Co-creator of a safety and security facility in the townships.
- Liaison with government officials, Metropolitan Police and township leaders; structure meetings, manage agendas and record minutes.

REFERENCES

Carlo GRITTI MORLACCHI

Autostoriche
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