

## Ms. Boudour

NATIONALITY: French

### SUMMARY

#### Expertise

- Education:  
Classroom management & Discipline  
Creative Lesson planning  
Diversity Issues  
Private Lessons/Tutoring  
Language Proficiency Assessment Adults/Students  
Individual Coaching & Learner assessment
- Project Management
- Translation

### EDUCATION

- 1993 Dutch language diploma – BBC College Breda The Netherlands
- 1991 Masters : English - Minor : Dutch/German/Spanish – Université de Picardie Amiens
- 1987 Baccalauréat A2 : Philosophy and languages – Creil France

### EMPLOYMENT RECORD/PROFESSIONAL EXPERIENCE

- **2013 Training Consultant Manager - La Clairière Bio Spa Hotel France**  
Provided training to target audience to improve customer service  
Designed and implemented training materials to achieve department needs  
Incorporated best practices learnt from established training programs

- **2011/2012 Alliance Française - Paris**  
DAEFLE Course : Teach French as a Foreign Language - Alliance Française Paris
- **2012 Security Manager/Auditor - LOCOG London 2012 Olympic Games**  
Managing the development & the implementation of the Void Certification Programme.  
Deliver a comprehensive training and induction process for all project partners  
Defining the specific assurance requirements with the Met Police, the MoD & VSMs
- **2009/2012 Consultant Manager - Jaana Global Ltd – London**  
Procedures writer : Training Center Bamako Mali  
Translator and Project Specs writer : Monext at Aix en Provence  
Elections planner : Ministry of Foreign Affairs Paris/Algiers
- **2008 Consultant Manager - Colombus Consulting Paris**  
Coordination of transverse projects  
Mission NYSE Euronext Paris : Strategic analysis and assessment for Oracle Application  
Mission THALES GROUP : Manage the implementation of new collaborative tools & processes
- **2003/2008 Bank Relations Manager EBA CLEARING Paris**  
Relationship Manager for STEP2 Banks  
Project Manager for the set up of a new Unit : User Administration Corporate Secretariat  
Manage Legal & Technical documents for banks connections to SEPA  
Monitor Banks connection to SEPA and ensure full compliance
- **2008 Tutor referenced at Global LT USA**  
One to one Teaching : French/English

- **1998- 2003 Training & Business Development Manager – HSBC Bank London**  
Develop a Training Strategy for the International Payments Unit
- **Corporate Investigator - European Service Centre – HSBC London**  
Provide end-to end customer care for blue chip Corporates  
Develop Query resolution plan with North African financial institutions.
- **1998 Interpreter – World Football Cup Paris**
- **1997- 1998 Recruitment Consultant at JM Recruitment –London**  
Recruitment for the London's Office  
Servicing clients from branch and on site
- **1996 French Teacher : MSCS Association Creil – France**  
Teacher of French as a Foreign languages 9-16 years old
- **1995 Project Director Ministry of Education Paris/Kingston  
Educational Development & Humanitarian Action**  
Manage relationship between French & Jamaican authorities  
Build relationship and empower local primary school teachers  
Coordinate the school material distribution within Jamaican schools
- **1994 Assistant Manager at PTH Contract- Vocational Training Institute Eindhoven**  
Research and analysis – Education in Romania and Ethiopia  
Translation of Legal and Technical documents : French/English
- **1990-1991 French Assistant - Doncaster- UK**  
French Teacher in secondary schools



- **1991 Chef de Mission Attaché - World Student Games – Sheffield**

<b>PROFESSIONAL AFFILIATIONS</b>
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n/a

<b>PUBLICATIONS</b>
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n/a

<b>LANGUAGES</b>
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French, Arabic, English, Spanish, Dutch