

Anique-Marie Cabardos

Nationalities: French and Canadian

EDUCATION: **Université de Genève**, Geneva, Switzerland
MA degree in Specialised Translation (French and Spanish into English), November 2013

Hamilton College, Clinton, NY
Bachelor of Arts degree, May 2007
Concentrations: Chemistry and Foreign Languages

LANGUAGES: Bilingual French and English
Fluent in both written and spoken Spanish
Intermediate knowledge of German and good understanding of written Portuguese

EXPERIENCE: **Project Officer**, IIASA; April 2019 - current
ENGAGE Project, Energy, Climate, and Environment Program

- Coordinated the H2020-funded ENGAGE project (www.engage-climate.org)
- Assisted with drafting and editing of scientific articles and research results
- Coordinated the ICONICs webinar series

Senior Editing Assistant, OPEC; November 2018 – March 2019
Energy Studies Department

- Program manager and editing assistant for the World Oil Outlook 2019
- Primary English editor for the department
- Carried out administrative tasks (correspondence and briefing notes, organising meetings)

Market Analyst, JBC Energy; March-August 2013, June 2015-October 2018
Upstream Oil Market Analyst (2015-2018), Downstream team member (2013)

- Wrote, edited, and published reports on energy market developments
- Chief English editor for the company
- Managed client accounts and Americas databases

Student Assistant, Swiss Finance Institute; Sept. 2014-March 2015
Assistant to the Executive Director

- Updated and maintained databases, assisted with expense claims, financials
- Took minutes for board meetings and provided English assistance when needed

Contractor, PricewaterhouseCoopers; 2011-2012, Sept. 2013-Sept. 2014
Language consultant, Administrative assistant

- Translated and revised templates for the Swiss PwC Tax and Legal Services network
- Administrative tasks (billing, scheduling, etc.) and client service support

Summer Intern, United Nations Office at Geneva; 2011
Translation Intern - Passive Languages: French and Spanish

- Translated human rights and technical documents
- Prepared précis notes for committee meetings

Freelance Translator, Interpreter, and Editor, since 2000
Working Languages: English, French Passive Languages: French and Spanish

- Translate documents and edit journal articles for submission to peer-reviewed journals
- Translated and interpreted for a YMCA youth exchange between Canada and Nicaragua
- French and Spanish teacher for a high school in New York State (2007-2008)

SKILLS: **Software:** Microsoft Office Suite (Word, Excel, Powerpoint, Publisher, Outlook), Adobe InDesign, database and document management systems, and XML programming

ACTIVITIES: Rowing, Cycling, Motorsports (predominantly Rally), Soccer, Hiking, Travel