

Ms Nicola Abbott Remoy

Profile A linguist with a postgraduate marketing qualification and a professional member of the Chartered Institute of Editing and Proofreading who has worked throughout Europe. I have excellent communication and analytical skills and am used to communicating at all levels of seniority. I have an eye for detail, am customer oriented and a good listener.

I can find my way in a complex environment and work well under pressure. In my current position in an international organisation, I work across all divisions and in all three duty stations. This requires strong stakeholder management skills and a high degree of planning and structure. I am a good team player and highly flexible to do what is required to get the job done. I respect time schedules and deadlines. I am adaptable and a quick learner. I am pro-active and a problem solver.

Languages: Mother tongue English, Advanced French and Italian, Norwegian, Spanish, Russian, German (Intermediate)

Employment Record

Senior Editor, Insurance Europe

Jan to June 2024

I went in-house to produce their annual report for 2023 to 2024 and edited numerous policy and news items.

The European Free Trade Association (EFTA), Brussels

Nov. 2017 to Nov 2023

Senior Editor I am responsible for the timely editing and proofreading of all EFTA publications and communications which are sent to the Member States and stakeholders. I manage the production of the annual report, trade reports, legal notes, decisions, policy papers and analytical background reports, conclusions, communiques, resolutions, EEA EFTA Comments, news items and the quarterly newsletter. I also edit EEA and EFTA Council reports, financial reports, and performance plans as well as confidential documents prepared for the Secretary-General for high-level meetings. I edit all products for structure, language, grammar, and content. I work alongside the head of communications and information to deliver fresh and up-to-date news and keep the website dynamic and engaging. I am responsible for the EFTA Language and Style Manual and provide training on drafting guidelines and an explanation of commonly used terms and expressions. I am a professional member of the Chartered Institute of Editing and Proofreading.

Founder, Stellar Communication, Brussels

Jan. 2013 – Oct. 2017

Consultancy offering marketing, copywriting, copyediting, proofreading and translation.

Clients included Fontana identity and design and the International Debate Education Association which is part of George Soros' Open Society foundations.

European Steel Technology Platform (ESTEP), EUROFER, Brussels

Sept. 2006 – Dec. 2012

Working as **Assistant Secretary-General** at ESTEP (European Steel Platform) and for Public Affairs, EUROFER (The European Steel Association). Monitoring, analysing, and reporting on EU developments in the Framework Programme 7 (funding for scientific research and development projects). Researching EU policies that affect growth and employment opportunities in the steel industry and providing the members with up-to-date relevant information. Maintaining links between EU institutions and stakeholder organisations. For Public Affairs, I edited and proofread the Annual Report and regular newsletters.

Freelance Work, Brussels

Feb. 2002 – Sept. 2006

Market entry research for Italian organic olive oil producer and for the European cosmetic industry.

British Embassy, Oslo

April 1999 – Nov. 2001

Commercial Officer Led trade promotion strategy for British consumer goods sector: market trends analysis; organisation of trade events and British Weeks. Delivered tailor-made services for UK companies, including specific sector analyses, partner searches, consulting on entering the Norwegian market and advising on local labour and social conditions. Advised senior officials on market access/trade issues. Served as Embassy liaison for UK Presidency of the EU. Acted as Senior Commercial Officer during parental leave.

American Embassy, London

Sept. 1996 – Sept. 1998

Commercial Specialist (Energy, environment, and shipping) Responsible for export promotion of American products and services to Britain and the EU. Promoted and planned trade missions and conferences to promote trade interests. Explained UK policies to US companies interested in entering the UK market. Wrote and edited market research reports. Briefed Ambassador on trade issues and served as contact person at Embassy on issues concerning Britain's Presidency of the EU.

Adam Smith Institute, (ASI) London
(Business Seminars International, BSI)

April 1992 – Aug. 1996

Conference Director Headhunted to help with start-up of the conference division of the Institute. Company grew from 4 to 100 staff. Responsible for developing programmes, raising sponsorship, and writing and producing brochures. Managed a team of four colleagues in the planning, budgeting, and recruitment of conferences. This involved contact with the highest level of speakers in business and government. Developed a new division of BSI specialising in conferences for the pharmaceutical and consumer goods sectors. Initiated a series of conferences for the ASI Think Tank on developing the market economies in the Former Soviet Union.

Institute for International Research

March 1990 – April 1992

Conference Director Pharmaceutical Division (**London**): Created a new division specialising in pharmaceutical conferences. Responsible for conferences from concept to completion: researching the topic, inviting the speakers, writing the conference programmes, and writing press releases to market the conferences as widely as possible.

Marketing Director - Technology Division (**Milan**): Opened a new division to concentrate on computer training seminars in Italian. Focused on a direct marketing project dealing with specific Italian issues.

General Electric (GE) Medical, Milan

Sept. 1989 – March 1990

Marketing Consultant Six-month project with GE US; Communicating management ideals and corporate culture to the GE Italy headquarters; task force of four, working to inspire and motivate staff as part of the programme to improve group financial performance. Produced monthly newsletter to keep staff up to date on latest developments.

Advanced Technology International, London

March 1988 – Sept. 1989

Marketing and PR Manager Responsible for organising conferences in France, Belgium, Luxembourg, and Italy; direct marketing and marketing planning.

Bladon Lines Travel, London

Sept. 1987 – March 1988

Sales and Marketing Coordinator Devising sales and promotional campaigns and analysing their effectiveness; scheduling advertising campaigns, negotiating bulk travel and accommodation contracts.

I. T. Experience

Microsoft Word, Excel, Outlook, PowerPoint

Skills

- **Excellent people skills** good communicator at all levels of seniority
 - **Research** EU analysis on framework programme 7; market research reports; conference topics and speakers
 - **Marketing** responsible for the promotion of events, trade fairs, export products
 - **Project/Account Management** numerous projects in a wide variety of sectors
 - **Budget responsibilities** managed budgets up to a million pounds
 - **Translation/Writing/Editorial Experience** All EFTA publications (see above); policy documents, annual reports and conference programmes
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Achievements

- **Professional Member of the Chartered Institute of Editing and Proofreading**
 - **Awarded the Commercial Correspondence Course from the US Foreign and Commercial Service**
 - **Awarded the Diploma of the Chartered Institute of Marketing**
 - **Five European languages**
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Education

1995-96	London, Guildhall University	Chartered Institute of Marketing Diploma
1983-87	Bristol, Bristol University	BA Degree (honours) Italian/Russian

Citizenship: British/Belgian