



Anna Bissila

LEARNING & DEVELOPMENT PROGRAM MANAGER

As a multilingual learning and development program manager with over 7 years of experience in project management, I worked for 3 years in a leadership school on executive training programs. I help companies manage their operations, employee trainings and event logistics. I am tech savvy, open to relocate in Europe and interested in innovative environments, so I am mainly interested in the tech and industrial sectors.

CONTACT

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Lyon, FR

EDUCATION

2015-2016

Business & Modern Languages - MA Hons.
Université de Nantes

2013-2016

Law & Modern Languages - Double BA Hons.
Université de Nantes

VOLUNTEERING

Association Ahims'Animals: [webmaster](#)
make sense Amsterdam: [event facilitation](#)
Afrikaanse Vluchtelingen Collectief
Friends of the Earth NL: [exhibition](#)
"London Breakthrough" [collection](#)

LANGUAGES

French (mother tongue)
English (fluent: C2)
Spanish (experienced: C1)
Dutch (notions: B1)

HOBBIES

Herbalism, nutrition, TCM
Fashion (sewing, styling)
Sports (dance, fitness, kickboxing)

SKILLS

- B2B and B2C customer relations
- Project and operations management
- SaaS (Atlassian, Salesforce), CMS
- Event and logistics management
- Digital marketing, translation
- Stakeholders management
- Performance tracking: KPIs, NPS
- Learning and development management
- E-learning platforms management
- Quality Assurance, process optimization
- Recruitment, onboarding
- Budget and schedule management

WORK EXPERIENCE



2021-2024

3 YEARS

LEARNING PROGRAM MANAGER

THNK School of Creative Leadership, Amsterdam

- Executive training program management: feedback, budgets, satisfaction surveys, assistants support (training material lists, logistics and travel plans).
- Coordination and technical execution of hybrid events (EMEA, APAC, LATAM, NA, +50 participants per region and cohorts), in person and on MS Teams.
- Team meetings: minutes, coordination between customers, directors (c-level), trainers and coaches, post-program reporting.
- Support for launch of [thnk.world](#) e-learning platform: voice acting

2019-2021

2 YEARS

FRENCH CONTENT MARKETER

Recruitee (Tellent), Amsterdam

- Translation projects coordination (EN-FR): content updating, editing, proofreading and ghostwriting for the French app and website.
- Blogging, tone harmonisation and SEO.

2019-2021

2 YEARS

ADMINISTRATIVE ASSISTANT

Sapphire Media International, Amsterdam

- Legal research: assisted in setting up the withholding tax file for the Dutch entity.
- Office management: reception, delivery management and phone.
- Administration: reorganization of contracts, mandatory mail archive and e-mails.

2018-2019

6 MONTHS

EMEA OPERATIONS SPECIALIST

Bird Rides Europe, Amsterdam

- Ensured the smooth running of French-speaking market (FR/BE) operations.
- Partners onboarding and maintaining collaboration.
- Ad campaigns translation (EN-FR) and knowledge database maintenance.

2017-2018

1 YEAR

DIGITAL MARKETING OFFICER

Spotzer, Amsterdam

- Webmaster of websites for SMEs in the French market.
- Coordination: ensured compliance to the creative brief from copywriters and designers.
- Documentation of iterations to track KPIs.
- Quality Assurance, maintenance and digital products add-on sales.