

CONTACT

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SKILLS

French: Native speaker

English: Fluent (TOEIC: 785/990)

Spanish: Fluent (BULATS: B1)

Working knowledge:

- Microsoft Office (Word, Excel, Power Point) and Windows 7

- Social networks (Facebook, Twitter, Instagram)

- WordPress

INTERESTS

Travels: Visited more than 20 countries including: India, Cuba, Egypt, Lebanon, Bolivia, Peru, Argentina - Working Holiday Visa in Argentina (April 2018-February 2019)

Drama: One-year practice

Yoga: Six-month practice in India

Classical dance/Piano: Seven-year practice

REFERENCES

AVAILABLE UPON REQUEST

WORK EXPERIENCE

EXECUTIVE ASSISTANT

Alliance Française, Buenos Aires, ARGENTINA | April-August 2018

- Administered daily support for mails and phone calls.
- Updated the directory of 54 Alliances Françaises in Argentina.
- Proceeded of the quality procedure consisting of sending an annual questionnaire to Fondation Alliance Française.
- Scheduled a 3-day meeting for 54 Alliances Françaises network.
- Administered the follow-up of the Detached Directors.

CUSTOMER SALES SUPPORT COORDINATOR

Simone Pérèle, Clichy, FRANCE | June - December 2017

- Handled customer management of 800 department and retail stores.
- Managed information flows, orders and customer queries.
- Supported the sales team.

MARKETING & SOCIAL DEVELOPMENT COORDINATOR

The Soulcial Trust, New Delhi, INDIA | April - September 2016 (internship)

- Promoted association's activities on its website and social networks.
- Researched and secured 10 associative partnerships.
- Prepared oral presentations for an educational project targeting schools in New Delhi focused on Disability in India.
- Coordinated and gathered 20 people for a 3-month environmental project for garbage pickup in parks in New Delhi.
- Launched a crowdfunding campaign to raise funds for an international wheelchair sports exchange between India and France.

INTERNAL COMMUNICATIONS COORDINATOR

"FOOD BALANCE", Paris, FRANCE | January - March 2016 (university project)

- Wrote research on food insecurity faced by students (target: Sorbonne-Nouvelle University students) and analyzed statistical results (Student's Life Observatory...).
- Helped compile an online students survey on their daily food habits (Sorbonne-Nouvelle University students).
- Helped set up a conference about food insecurity and food waste, attended by 70 people (Sorbonne-Nouvelle University students and professionals).
- Prepared an oral presentation and identified recommendations used for the long-term project.

COMMUNICATIONS ASSISTANT

International Institute for Educational Planning, Buenos Aires, ARGENTINA | June - July 2015 (internship)

- Translated from French to English several cultural projects (SITEAL, Angola...).
- Suggested improvements for Redetis platform (Social Inclusion and Educational Network in Latin America).
- Improved Redetis Twitter account by increasing the number of followers by 10%.

EDUCATION

MASTER'S DEGREE: International Project Management

Sorbonne-Nouvelle University, Paris, FRANCE | 2014-2016

ERASMUS PROGRAM: Translation & Interpreting
Granada University, Andalusia, SPAIN |
février - juin 2013

BACHELOR'S DEGREE: Applied Foreign Languages (English & Spanish)

Cergy-Pontoise University, FRANCE | 2011-2014

TECHNICAL DEGREE: International Trade
National School of Commerce, Paris, FRANCE | 2009-2011