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Passionate and Committed Self-Starter

I can offer three years of experience coordinating projects and managing communication reports for significant groups and events. My creative mind, can-do attitude and team-player spirit are key qualities that have never failed my previous employers and clients.

With a great eye for details and passionate commitment for a dynamic and challenging mission, I can guarantee my full dedication and personal investment to support a collective goal.

Looking for talent? I would welcome the opportunity to demonstrate these qualities in person.

Thank you for your visit.

Work experience

June 2008
December 2009

World Entrepreneurship Forum Coordinator

Mission: *The World Entrepreneurship Forum is a global think-tank dedicated to the entrepreneur, creator of wealth and social justice. Under the high patronage of Mr. Nicolas Sarkozy, the Forum welcomes each year 100 key public figures coming from 40 countries.

Mission and Accomplishments:

- * Developed strategic approach to reach prospective CEOs, experts and politicians from 40 countries.
- * Managed the Forum's official website
- * Collaborated with journalists, PR and communication agencies to organize the launching of the event
- * Created marketing materials such as press releases, powerpoint presentations, or excel tables and graphs used during presentations, meetings and ceremonies.
- * Logistics coordination for the attendance of Government of Dubai representatives, the State Minister of Trade and Industry of Singapore or the Founding President of Seychelles (and all 100 key invitees of the Forum)

July 2007
January 2008

EMEA Business Analyst

Mission: GE Healthcare is a \$17 billion unit of General Electric Company (NYSE: GE). This unit of General Electric is a world leader in medical diagnostic imaging and medical financial services.

Mission and Accomplishments:

- * Ensured GE Healthcare Accessories and Supply financial visibility on their quarterly \$10 million Material Costs for both Q3 & Q4 2007 through standardization project.
- * Controlled quarterly booking and regional reporting for 30 countries in EMEA regions as the EMEA Accessories and Supply Account Receivable and Financial Analyst.
- * Created financial trackers to facilitate financial analysis and quarter-end earnings estimates.
- * Rendered GE Healthcare Accessories a dynamic virtual platform as the online facilitator and coordinator to ensure a thorough exchange of files and information.

Appraisal: > Was able to stabilize the internal reporting and booking processes of the EMEA region (30 countries)

> Highly appreciated for the gained trust and cooperation of the regional GE finance entities

September 2006
November 2006

NBA European Tour Coordinator

NBA European Tour

Mission: The 2006 NBA Europe Live Tour was an international basketball exhibition and competition produced jointly by the National Basketball Association and the Euroleague. Lyon, France welcomed the San Antonio Spurs with its lead star Tony Parker.

Mission and Accomplishments:

*Coordinated information exchange, booking, and press and media planning with local newspapers and television.

*Provided assistance during team trainings, exhibitions, and press conference.

*Participated in event promotional decisions such as ensuring visibility of NBA brand, location customization, and document translations.

Means:

> Was able to establish diplomacy between French and American management during regular disputes and misunderstanding.

June 2005
October 2005

Event and Promotion Assistant

Dreadlyon Records

Mission: Dreadlyon Records is a local independent Record Label in France based in Lyon. Its main artistic style is Dub and Reggae. With its partnership with Birmingham, UK, a rich musical collaboration of diverse artists from 10 countries is a key driver to its success.

Mission and Accomplishments:

*Created promotional materials (posters/flyers/presentations/press-releases) to advertise artists from 10 countries.

*Coordinated events and ensured recognition through liaison with radios, studios, and city halls.

*Participated in the promotion of the summer festival "Tout Le Monde Dehors" organized annually by the Mayor of Lyon.

June 2004
September 2004

Traffic Assistant

Saint Exupery Airport

Mission: *The position included passenger assistance, communication and event coordination.

*Ensured passenger security and safety within the airport perimeter.

Diplomas and education

September 2008
January 2009

American Business School

Master Level

ECTS Credits of 222

GPA: 3.43 - Dean's List

Area of specialisation: Management

September 2004
June 2008

French - American Centre for Management Studies

Undergraduate - BBA

ECTS Credits: 180

GPA: 3.23

Area of specialisation: Marketing

October 1999
June 2003

Lycée International

Baccalauréat International Option (Scientific)

Area of specialisation: Scientific

Computing skills

Software

Microsoft Excel, Microsoft Powerpoint, Microsoft Word, Microsoft Publisher, Microsoft Outlook, Microsoft Sharepoint, Cognos Finance
Oracle Business Objects, Back Office (EZ Publish)

Language skills

Spanish

Speaking competence: Intermediate, **Written competence:** Intermediate

French

Speaking competence: Fluent, **Written competence:** Fluent

English

Speaking competence: Fluent, **Written competence:** Fluent

Various

Sports

Rollerblade, windsurf, cycling, swimming

Music

- * Guitar player
- * Lead Vocalist in a band

Arts

Design, sketching, composing, painting, animations