

Trilingual project manager

I am punctual, dynamic, organized and i love challenges, I will bring my knowledge and my experience in managing project to your team..

Professionnals expereriences

RETAIL COORDINATOR & EXECUTIVE ASSISTANT (MARKETING AND HR TEAM) - **PARFUMS CHRISTIAN DIOR**

,Paris | 2023-2024

- Retail & Care Institute Project's coordination
- Event Dior France 2023 planning team
- Beauty consultant support (Grooming/ Training/ Onboarding)
- Internal Retail Newsletter
- HR Administrastive assistance

PURCHASING MANAGER JUNIOR - **3DTRADE**

Paris | 2022

- Search for suppliers and purchase of goods
- Business developer

EVENTS PROJETC MANAGER JUNIOR - **AGENCE KEEMIA**

Paris | Sep 2021 - Feb 2022

- Setting up of commercial animations, roadshow

MARKETING & COMMUNICATION ASSISTANT (INTERNSHIP) - **ATELIERS PLURICULTURELS (NGO)**

Paris | Oct 2020 - Dec 2020

- Social media management & event report's redaction

EXECUTIVE ASSISTANT (INTERNSHIP) - **EQUIP1000**

Cotonou | Mar 2020 - Jul 2020

- Study and participation in public markets and calls for tenders
- Order management (invoices, logistics)
- Project management

JUNIOR SALES REPRESENTATIVE (STAGE) - **BIGBUS TOURS PARIS**

Juin 2019 - Août 2019

- Attract travelers through promoting company's activities in the street
- Provide advices and guide foreigners who are travelling in PARIS

Educations

AEI INTERNATIONAL SCHOOL (UPEC) - **MASTER IN MANAGEMENT OF INTERNATIONAL BUSINESS & UNDERSTANDING OF CHINESE MARKET**

Oct 2019 - Nov 2021

- International law/ marketing/ finance/ contractual techniques and arbitration/ commercial negotiation (Mandarin)/ Confucian ethics and CSR (Mandarin)

NATIONAL TAIWAN NORMAL UNIVERSITY (NTNU) - **LANGUAGE TRAINING (MANDARIN)**

Eté 2018

- Writing & oral

NATIONAL INSTITUTE OF ORIENTALES LANGUAGES & CIVILISATIONS (INALCO) - **BACHELOR OF INTERNATIONAL BUSINESS & CHINESE' CULTURE**

Sep 2015 - Sep 2019

- Droit des affaires / Economie /Marketing/ Anglais professionnel/ Organisation des entreprises /Histoire de la Chine/ Chinois des médias

DESCARTES HIGHSCHOOL - **GRADUATE FROM AN ECONOMIC & SOCIAL PROGRAM (ES)**

Sep 2012 - Juill 2015

CONTACTS

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LANGUAGES

- Mandarin
- English
- French
- Spanish

HARD SKILLS

- Word
- Excel
- Powerpoint
- Outlook
- Asana
- Canva
- SAP

SOFT SKILLS

- Flexible
- Entrepreneurial
- Joyful
- Dynamic
- Like challenges

HOBBIES & OTHER ACTIVITIES

- Host of the opening night of the Chinese New Year - City Hall 13th district, Feb 2019
- Sales representative - **Paris' Airport** - **Partema** (Jul 2019 - Oct 2019)
- Sales representative - **Dior / Guerlain / PUIG** - **Globe Group** (Apr 2019 - Jan 2023)
- Second place award in the "Chine Bridge" competition 2018
- First part time job: waitress - **Hôtel Median** - Jul 2017- Jan 2019
- Travels
- Asians series
- Drawing