



* *****

Paris (75000)

*****@*****.***

CEO Assistant, Sénior

EXPERIENCES PROFESSIONNELLES

janv. 2016 /

CEO Assistant

Sediver - Nanterre

Mission:

*Manage the schedule of the DG (making appointments, Organization of meetings...)
Organize travel in France and abroad the DG and his 40 teams (travel, obtaining visas...)*

**Manage the Organization logistics of events in conjunction with stakeholders and service providers*

manage mail and emails,

Executive budget management and monitoring update of dashboards and reporting control bills and expenses of the DG and her N-1...

janv. 2009 / juin 2016

Assistant to the Vice President

Sopra Steria Paris

Committee of the "Observatoire du Numérique"...

Mission:

Assist my VP over all its activities (personal and business) by resolving issues of logistics, administrative... with responsibility for activities or records to allow him to concentrate on the aspects of his job.

Daily optimization of a complex and ever-changing agenda. In-house management of priorities (COMEX),

externally with our large accounts, departments or Federation, Chambers and Observatory. Availability

to prepare for (research and synthesis) and accompany him on the occasion of these interventions

and seminars

Anticipate needs

Be proactive

nov. 2007 /

Assistant Manager

CCI Marseille Provence

Mission:

Assist the HR Director on all of its activities (agenda, meetings, France and abroad, relations)

with the DP and unions, in coordination with the General management...

janv. 2005 / juin 2007

Executive Assistant

DVS (specialist sports - slow motion)

Mission:

Ensure a coordinating role in implementing the activities of the SME.

Investment of resources on different missions (organized trade shows: Sportel, Satifs, Qatar,

implementation, organization and monitoring of sports productions each weekend for channel

management of the entertainment, preparation of the DEA, the) accounting documents,...)

déc. 2004 /

Executive Assistant

LAFARGE OCTC - Isère

Mission:

For of Western Europe Zone take over the entire organization, logistics,

implementation, follow-up
and optimization of activities of technical training activities for the cement industry.

oct. 2002 / janv. 2004

Assistant to the General Manager

LAFARGE CTI-Isère

Mission:

Ensure a role of interface between the General management, technical management, employees of the ITC, the Paris headquarters, factories abroad as well with internal and external partners.

Management and optimization of the use of time to the DG. Management and transmission of information with the strictest confidence.

*Accor, Fontainebleau - *Groupe Trade Commissioner (June 1999 to March 2000)*

Mission: promote the

image of the Hotel of the Black Eagle. Implementation of internal communication tools,

organizations of salons (wedding, gastronomy...).

janv. 1991 /

confirmed bilingual Assistance

Euro Disney M.G - Marne Valley

department: development and implementation of marketing activities

(communications plan, press

release, product analysis,... market research)

Department Transport and Production: Organization of meetings, visits to institutions, implemented and followed in partnership with the hotel establishments all around Paris

Department development quality: Creation, implementation and follow-up of tools of measure of

quality, satisfaction surveys on the by that in Hotels, the findings reports to the DG

Development

janv. 1988 /

BTS Assistant of Direction

Maison Chanel - Paris

training of trainers and coaching (1994) -

French teacher since 25 years

English : United States from 1987 to 1988

German (notions) Germany - Wiesbaden 2000 (expatriation)

/

Executive Assistant

Maison Chanel - Paris

Mission:

assist the HR Director in his new role (preparation for his arrival, implementation of a complex

agenda, induction and maintenance with) each collaborator to organize,...) with the Directorate-General in France and New York.

COMPETENCES

Sportel, Satifs, Pack office 2007, excel, word, Powerpoint, e-mail, internet, intranet