**FIRST NAME LAST NAME**

( 0420 123 123

\* email@gmail.com

- 12 Flinders Street, Sydney NSW 2009

**AVAILABILITY**

**Immediate Start**

**Monday to Friday (am/pm) & weekends**

**MARKETING MANAGER**

**ABOUT ME**

Over 10 years of work experience in Marketing Department working with International Companies as NASA, WarnerBros Productions or Apple, which has allowed me to acquire a strong background in events and marketing organisation, building relationships and solving customers problems.

* **Event Coordinator**
* **Proactive approach to problem solving**
* **Building Relationships**
* **Excellent communication skills**
* **Trilingual - Customers Service**

**PROFESSIONAL EXPERIENCE**

**Event Assistant in Sydney Opera House**

*January 2013 - Present*

Responsibilities

* Coordinated events and internal meetings
* Successfully organised and coordinated 2 significant events
* Supported the development business team by creating marketing tools
* Maintained high standards of customer service at all times : calls, invitations, ‘Save the date’
* Managed Public Relations : represented the company, dealt with stakeholders and journalists

**Achievements**

* Developed a strong relationship with various internal and external stakeholders regarding the events, that increased cooperation and ensured information sharing
* Successfully organized 2 significant events which has prompted better Business Relationships.

**Communication coordinator in FBI Recruitment**

*Mars 2012 - November 2012*

Responsibilities

* Assisted the International Department Manager
* Organised internal events and information meetings
* Managed and kept the customer database up-to-date
* Liaised directly with Internal Departments

Achievements

* Managed and kept approximately 3 000 contacts in the internal customers database up-to-date to ensure better visibility for segmentation of the customers database
* Established different marketing presentations on a weekly basis with the goal to achieve better customer relationships
* Was entrusted with the responsibility to manage internal and external meetings which has successfully

**EDUCATION**

**2013 Master II Communication (Master’s Degree Marketing)**

 University Lumière Lyon II, France

**2012 Licence en Communication (Bachelor of Marketing)**

 University Lumière Lyon II, France

**2007 Baccalauréat Scientifique (Scientific High School Diploma)**

 Lycée Francis Lalanne, Paris, France

**COMPUTER SKILLS**

* Indesign, Dreamweaver, Illustrator and Photoshop
* Wordpress, CSS and HTLM
* Case management software
* Desktop-publishing software and word processing programs (Windows and Mac)

**LANGUAGE SKILLS**

English fluent

French mother tongue

German intermediate

Russian basic

**PERSONAL INTERESTS**

Online journalist for Le Petit Journal Sydney

Tennis played 16 years

Travels Italy, Germany, Spain, England,

**REFERENCES**

References available upon request