

# MATHILDE

## CONVERSO



### SKILLS

- IT: Word, Excel, PowerPoint, Photoshop
- Communication: social networks, blog, newsletter
- Advertising and event organization
- Relationship skills: customer relations, search for partnerships
- Organization: respect of deadlines, management and autonomy
- Sales skills
- Administration

### LANGUAGE

**French**

**English: B1 (TOEFL)**

**Spanish: A2+ / B1**



### PROFESSIONAL EXPERIENCES

#### **AUGUST 2019: SECRETARY OF CONVERSO.TP COMPANY**

Proficiency in computer and office software, telephone call management, time management, meeting organization

#### **JANUARY 2019-APRIL 2019 : WEDDING PLANNER THAILAND, YES TO PARADISE**

International internship: event organization, wedding organization, company promotion, digital marketing, negotiation with service providers and suppliers, customer solicitation

#### **2018 AND 2019: MEMBER OF THE GALA ECE ASSOCIATION – ORGANIZATION OF THE INTER-INSEEC GALA**

Extra-Academic Project: event organization, promotion, advertising and communication, time management, budget compliance, task execution (caterer, DJ, room, entertainment), supplier negotiation, partnerships

#### **DECEMBER 2017-JANUARY 2018: INTERNSHIP AT THE COMPTOIR DES COTONNIERS**

Sales consultant: clothing sales, customer relations, customer advice, merchandising, inventory management (inventories, deliveries, parcels), point of sale management, sales action plan

#### **SEPTEMBER 2017-APRIL 2018: BUSINESS CREATION CHALLENGE**

School project: creation of a company, a business plan and a marketing project (data analysis, communication, design)

#### **JULY 2017-AUGUST 2017: CASH REGISTER HOSTESS, INTERMARCHÉ**

Summer job: customer relations, collection, cash register management (cash register, change)

### FORMATIONS

#### **INSEEC U. SAN FRANCISCO, Sept-Nov 2019**

Start-Up Mindset : creation and business innovation program

#### **INSEEC BUSINESS SCHOOL, Lyon**

**Bachelor Business Administration, BBA INSEEC Lyon, 3rd year:** Marketing, communication, finance, business law, international business affairs, negotiation, economics, IT  
<http://ece.inseec.com/>

#### **LYCEE ITEC-BOISFLEURY, CORENC**

Bachelor's degree in Economic and Social Sciences with honours

## CONTACT

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