

Héloïse JEAN
FRANCE
Email : heloise.jean@inseec-france.com
25 years
Driver's Licence

EVENT MANAGER

EDUCATION AND QUALIFICATIONS

2009	Management Business School INSEEC
2008	Summer Session in Los Angeles – UCLA
2006	Corporate management at the University Institute of Technology in Finance and Accountancy in Limoges
2003	High School Graduation in Accountancy in La Rochelle

EXPERIENCES IN COMMUNICATION

2008	Communications of the Association PIECE OF PEACE (promoting art and culture and raise awareness about ecology) <ul style="list-style-type: none">• Organization of the concert, production of press release• Media contact, spot on "NRJ" radio, newspaper insert in the « Sud-Ouest »
2007 (6 weeks)	Internship at the communication department of INSEEC <ul style="list-style-type: none">• Promotion of INSEEC forums on students, making appointments• Travel throughout France at the universities to promote INSEEC
2007	Communications of the Association V'INSEEC <ul style="list-style-type: none">• Organization of the cocktail "Art Di'vin"
2006 (2 months)	Training course at DDB (communication agency), Casablanca (Morocco) <ul style="list-style-type: none">• To set up the new agency of Maroc Telecom

EXPERIENCES ABROAD

2007 (3 months)	Waitress in the pub LA CAVE, Dublin (Ireland)
2007 (4 weeks)	Volunteers in VIVE MEXICO, Senguio (Mexico): <ul style="list-style-type: none">• It was an incredible humanitarian experience• Languages courses too (English and Spanish)
2006 (3 months)	Assistant in ELEX, Casablanca (Maroc): <ul style="list-style-type: none">• Secretary• Contractor
2005 (10 weeks)	Training course at MECACHROME (company of aeronautics and Formula one) in Montréal (Quebec) in the accounting department: <ul style="list-style-type: none">• Recorded invoices, customer details, suppliers details in the accounting software "Great Plains"

LANGUAGES AND INFORMATION TECHNOLOGY

Languages	French native speaker Conversant in English Knowledges in Spanish
Software	World, Excel, and Power Point: fully literate Ciel (French accounting software)

PERSONAL INTERESTS AND ACTIVITIES

Hobbies	Sport : Participated in French riding championship Travels: Spain, Guatemala, Ireland, USA, Canada, Mexico, Morocco, Croatia
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