

Quadrilingual Personal Assistant / French-English-Greek-German



21, rue Pierre Fontaine
75009 Paris France

Born Sept 14th 1976
French Nationality
Driving licence B

Related experience:

Personal assistant and Customer Relationship Manager, Costes Hotel Company, 2003-2011:

Executive assistant for CEO/Chairman Jean Louis Costes

Carried out all event planning and coordination for meetings, conferences and seminars

Provided administrative support, responsible for correspondence and telephones

Managed staff and customer relationship for VIP clients (especially Mister YSL)

Prepared the organisation of major events and operations (fashion weeks, music awards, etc.)

Mastery of Microsoft Office and internet tools in general

English and greek fluent, good level in german.

Manager's assistant, UGC Society, 1996-1999:

Organisation of special commercial opérations (previews, coming out of new movies, etc.)

Participation in the accounting

Coordination of team work

Additional experience:

Development manager for KimmeMesuive, own movie production with associate Quentin Daniel, 2012-2013:

Producer

Development of movies for the cinema

Director of short movies

Scriptwriter, director and producer of various short movies (Free Lance).1998-2014

Saleswoman, Daniel Hechter luxe company, 2000-2002

Journalist, Informations de Sociétés Company and Décision Communication Companies, 1995-1997

Education and other informations:

- Law school, DEUG level

- Economical et Social Baccalaureate (with honors), 1995

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- Languages: Trilingual French-English-Greek
German, intermediate level
- Computer skills: Word, Excel et Powerpoint
- Very good knowledge of current communication tools (internet, website design, etc.)
- Great contacts and knowledge of the music and show business industry