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London

 Camille Romanetti Mouzard
 www.camillemouzard.com

PROFILE SUMMARY

I am an experienced Events Officer and Projects Coordinator, who has worked for a variety of private sector and not-for-profit organisations. I am skilled in Communications and Operations Management, and knowledgeable Sustainable Development.

I am a detail-oriented, outgoing and enthusiastic person who is comfortable using my initiative and providing excellent team support. I am passionate about sustainable issues and am eager to have a positive impact in the field of development.

LANGUAGES

- French: Native
- English: Fluent

EXPERTISE

- Conferences / Exhibitions / Trade Fair Coordination
- Communications & media campaigns
- Project management
- Digital marketing
- NGOs and sustainable development
- International relations & collaboration
- Administration

QUALITIES

- Team player
- Fast-learner
- Uses initiative
- Experienced meeting deadlines under pressure
- Multitasker
- Highly organised
- Attention to detail
- Strong communication skills

I.T. SKILLS

- Microsoft Office Tools +++
- Database Management & CRM systems +++
- InDesign & WordPress ++

RELEVANT WORK EXPERIENCE

ASSISTANT DIRECTOR: EVENTS PRODUCTION

(Exhibition stands for Prowein, Tax Free and Vinexpo Trade Shows)

Depack | Bordeaux - France | Jan 2017- Jul 2019 - 2 years

Management of the production of top-quality exhibition stands for professional events in France and abroad, focusing on the wine industry. Responsibilities included managing of the stand buying budgets (from €15K up to €250K).

- Management of production and supplier purchasing budgets, ordering technical services/equipment, delegation of tasks, checking technical plans, ensuring excellent communication with clients.
- Coordination of set-up and dismantling, as well as suppliers' tasks, and staff duties.
- Providing administrative support, including monitoring deadlines, scheduling meetings.

LOGISTICS AND TECHNICAL ASSISTANT

(Organisation of ARTIBAT 2012 & 2014 Trade Shows - 1,000+ professional exhibitors)

CAPEB | Nantes - France | 9 months in 2012 + 9 months in 2014 - 18 months

Technical management of the trade fairs and implementation of sustainable practices.

- Event management and reporting, including for the production of the organiser's stands, and coordination of set-up / dismantling, and regulatory plans for traffic flow.
- Administration and support for exhibitors, including order processing, technical monitoring as well as the writing of official communications in French and English.
- Improvement of waste recycling practices and visibility of waste management.

COMMUNICATIONS COORDINATOR



Organisation of the 12th National Waste Management Forum

Assises Nationales des Déchets | Nantes - France | Feb. to Oct. 2013 - 8 months

General support for event organisation: European Round Tables and Conferences.

- Event promotion and sharing updates through relevant media channels and partner institutions, including maintaining the event website and managing our social media presence. I established and managed press contacts and engaged our community of sector-relevant professionals.
- Developed exhibition content, conducted research for participants, and created print and digital documents.
- Supported administrative duties including liaising with speakers, handling enquiries from delegates and attendees, drawing up contracts and updating databases.

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RELEVANT WORK EXPERIENCE

ASSISTANT EDITOR AND COMMERCIAL REPRESENTATIVE

The Planner | Montreal - Canada | 2011 - 7 months

Writing articles, conducting and publishing interviews, advertising sales for professional event suppliers, assistance with event coordination.

ASSISTANT EVENTS COORDINATOR

Organisation of the AMERICANA Trade Show

Environment Network (Réseau environnement) | Montreal - Canada | 2011 - 4 months

- Exhibition content development and assistance to exhibitors.
- Promotional networking and management of web communications for the event (in French and English).

COMMUNICATIONS COORDINATOR AND CONSULTANT

ENGES (sustainability consultancy) | Lyon - France | 2010 - 14 months

Online and print communications, industrial greenhouse gas emissions consultancy, administration, sector research.

VIEW MY FULL WORK EXPERIENCE AT: WWW.CAMILLEMOUZARD.COM

PROS. DEV. QUALS.

- Web Marketing:
WordPress, Digital Newsletters, SEO, Web Writing, Social Media - Modula Training 2019
- Vocational Diploma in International Transport and Logistics - French Institute of Transport & Logistics (Isteli) 2007

VOLUNTEERING

- Children's Book Project, London - Book sorting & packing
- Incredibles Edibles, France - Communications & creation of a community garden
- Sustainable Events Association (AREMACS), France - Awareness campaign and waste sorting during events
- L'Art de l'Eco, France - Writer for the 2010 Eco-Citizen Guide Book
- Friends-International NGO, France - Business development consultant

MAIN EDUCATION

EICD 3A (LEADING SUSTAINABLE DEVELOPMENT & BUSINESS STUDIES INSTITUTE) | LYON

Master's in International Project Management | 2009

ENACOM (INSTITUTE OF INTERNATIONAL TRADE) | NANTES

2 Year National Vocational Diploma in International Trade | 2006

INTERESTS

Travelling, Yoga, Hiking, Environment and Urban Farming