

SKILLS

WEBSITE CONCEPTION AND MANAGEMENT

Designing websites.
Designing the visual guidelines of a web publication.
Search engine optimization (SEO).
Social media and community management.
Web analytics.

SOFTWARE

Languages: HTML5, CSS3.
Text editors: Brackets, Dreamweaver.
Framework: Bootstrap.
Desktop publishing: InDesign, Illustrator, Photoshop.
CMS: WordPress, Joomla.
Office suite: MS Word, PowerPoint.
Windows and Mac OS X environments.

PUBLISHING FOR PRINT AND WEB

Preparing a work (journal,...) for print and online publication.
Supervising the development of a publication.
Defining the editorial line.
Proofreading.
Applying English and French typographical standards.
Copyright law.

WRITING

Content writing, journalistic articles, blurbs, profiles, interviews.
Managing collected information.
Submitting an article for edition and online publication.

LANGUAGES

French: mother tongue.
English: fluent (CEFR C1).
German: Goethe Zertifikat für Deutsch B1.
English/French translation.

SOFT SKILLS

Project management.
Team management.
Managing relations with interlocutors.
Documentary watch.

PROFESSIONAL AND VOLUNTEER EXPERIENCE

Since October 2019 Digital Communication Officer, Toulouse School of Management, Toulouse, France.

- Manage the TSM websites in collaboration with the webmaster: write, update and optimise contents in English and French.
- Create social media posts (Facebook, Twitter, LinkedIn).
- Act as a resource person for English contents for the print and digital communication materials of TSM.

25 February-5 July 2019 Digital Communication Officer, Institut Catholique de Toulouse/Toulouse Catholic University, Toulouse, France.

- Content writing and SEO: rewrote and optimised contents for the new website.
- English/French translation: translated and wrote the English contents of the new website.
- Social media: managed all social networks (Facebook, Twitter, LinkedIn, Instagram).
- Google analytics.
- Webmarketing: designed a web promotion strategy for the Master Métiers du Livre Jeunesse (= Master in Children Literature Publishing).
- Created communication materials (letter, PowerPoint, invitation card).

19 Dec. 2017-8 January 2018 Content Writer, Novo, Toulouse, France.

- Wrote contents on the heritage and history of Saint-Cyprien district, Toulouse (le-meilleur-quartier.fr)
- Rewrote and optimised contents of the heritage section (le-meilleur-quartier.fr).
- Translated and rewrote in English section titles and short texts (*Redline* magazine, LPR).

Since Oct.2015 Founder and Editor of *Fantasy Art and Studies*, <https://fantasyartandstudies.wordpress.com>, Association les Têtes Imaginaires, Toulouse, France.

Oct.2015-September 2018 Content writer, Association Toulanges, Toulouse, France.

3 August-4 September 2015 Editorial intern, Ringwood Publishing, Glasgow, United Kingdom.

20-24 July 2015 Editorial intern, Think Publishing, Glasgow, United Kingdom.

13-17 July 2015 Editorial intern, Press Association Scotland, Glasgow, United Kingdom.

Dec. 2014-April 2015 Freelance writer, Concorde French Language Publications, Maidstone, Kent, United Kingdom (telework).

2009-2010 French tutor, Université Toulouse 2-Le Mirail, Toulouse, France.

EDUCATION

2019 Webmaster Professional Qualification, Saliège Higher Education School, Balma, France.

2013 PhD in Comparative Literature, with High Honours, Université Toulouse 2-Le Mirail, Toulouse, France.

2009 Master in Comparative Literature, with High Honours, Université Toulouse 2-Le Mirail, Toulouse, France.
2nd year at Aarhus Universitet, Denmark (SOCRATES/Erasmus)

2007 Licence (=Bachelor) in Modern Languages (French), Université Toulouse 2-Le Mirail, Toulouse, France.

2004 Baccalauréat Général, Literature section, Mention Assez Bien, Lycée polyvalent Rive Gauche, Toulouse, France.