

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 MacOS 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

Oct. 2021-February 2024 Community manager, Patriarche. Augmented Architecture, Le Bourget-du-Lac, France.

Community management:

- Managed all the social media of Patriarche and its entities: wrote, scheduled and published posts and stories, moderated comments and direct messages, maintained a web and social media watch and a sector watch
- Managed the Google Business Profiles of Patriarche and its entities: created and/or updated profiles, answered reviews, published Google posts

Content writing and SEO:

- Wrote blog articles
- Performed editorial (on-site) SEO optimization

One-off assignment: translated (English/French) different communication materials (print, web, video subtitles)

Oct. 2019-August 2021 Digital Communication Officer, Toulouse School of Management, Toulouse, France.

- Managed the TSM websites in collaboration with the webmaster: write, update and optimise contents in English and French.
- Created social media posts (Facebook, Twitter, LinkedIn).
- Acted 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.

Since Oct.2015 Founder and Editor of *Fantasy Art and Studies*, 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.