



LEA MENAGER

Corporate Event Assistant – Apprenticeship

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SUMMARY

Rigorous and determined, I am seeking an opportunity to leverage my skills in organization, coordination, and project follow-up. With extensive experience in planning, anticipating needs, and collaborating with diverse stakeholders, I am eager to contribute to the creation and implementation of exclusive, refined, and meaningful events.

WORK EXPERIENCES

Corporate Sales & Event Manager – Ecole Ducasse Paris Studio

sep. 2024 – Present

- Establishing contact with a network of businesses and event agencies
- Follow-up and client portfolio management
- Negotiation, creation of personalized quotes, and invoice management
- Event organization and coordination

Events Coordinator – Film Festival of Porquerolles

jun. 12th, 2024

- Guest reception management
- Supervision and guidance of attendees
- Flow management and proactive resolution of potential needs

Events Project Assistant – NTWU agency

jan. 2024 – mar.

Conception and organization of various projects:

2024

- Salon des Maires 2024
- 66 Degrés Sud – CYCLO 2024

Events Project Assistant – Toulon's Yacht Club

jun. 2023

Support on various events:

- Beyond Zero Operation
- A-class World 2023 Toulon

EDUCATION

MBA Event, PR and influence

ISG Luxury Management – Paris

sep. 2025 – aug.

2027

Bachelor of Event Project Manager

Institut Supérieur de l'Événement – Paris

sep. 2024 – aug.

2025

BETC Higher National Diploma MMI

University of Toulon

sep. 2022 – aug.

2024

- Specialization in communication strategy and UX/UI design

ADDITIONALS INFORMATIONS

Hardskills: negotiation, client relationship, adherence to deadlines, accounting, graphics creations

Softskills: team spirit, proactive, strong interpersonal skills, leadership, autonomy, persevering

Software: Pack Office, Google Suite, Adobe, Canva, Salesforce, Bento, Dynamics

Languages: French, English, Spanish

Certifications: Green Event, Driver's license (Class B)