

Gourvès-Durand Marie-Ange

19/05/1988
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+356 79 51 91 56 (Malta)
Driving Licence

LANGUAGES

French	mother tongue
English	advanced
Spanish	advanced

OVERSEAS RESIDENCE

10 months in Malta
6 months in Spain (Madrid)



Ma

'11 **MI Malta (Meeting & Incentives) – MALTA (4 months)**
- Development of personalised programs for clients in English, French and Spanish (Meetings, seminars, incentives)
- Negotiation, bookings and management of suppliers (Hotels, transports, guides, restaurants, entertainment)
- Organisation and implementation of the final program
- Creation of marketing tools to promote the agency
- Sourcing new ideas, venues and suppliers for events
- Invoicing, payments and chasing of debtors

'10 **LEWIS Public Relations – PARIS (3 months)**
- Formulation, translation (English - French) and distribution of press releases
- Journalistic relations: management of press article folders, setting up of interviews, media briefing, organization of loan products
- Management of the press coverage
- Client weekly update (in English)
- Compilation of the Lewis PR newsletter
- Organisation of the Navteq press conference
- Kensington project management (Launching of a range of accessories for iPhone, iPad)
Client accounts - Siemens, Navteq, Panasonic, FIBA, Sanyo, Kensington, Capco, Geolean

'09 **Corinthia San Gorg Hotel 5* – MALTA (1 month)**
- Implementation and monitoring of hotel offers with regards to groups (seminars, incentives, meetings)
- Uploading and follow up of business proposals on extranet

'09 **MI Malta (Meeting & Incentives) – MALTA (3 months)**
- Organisation of two back-to-back meetings (Accommodation, catering, event)
- Creation and design of promotional e-mails
- Development of client programs (in English and French)
- Translation of agency website
- Invoicing, payments

'08 **Partance (Marketing for luxury hotels) - PARIS (2 months)**
- Organisation of Eductour events and workshops
- Site inspection in Malta and Prague to organise two client meetings
- Design and formulation of the Autumn-Winter brochure 2008, marketing brochures, and e-mails



QUALIFICATIONS

POLE ESG - DOUBLE DIPLOMA CURSUS - PARIS (Current)
- International Business MBA - International Markets
- Communication and Public Relations Masters 1 and 2

Ecole Supérieure de Gestion et Commerce International - PARIS (2010)
Bachelor of Business Administration (Specialising in Communication and Public Relations) - with honors

Universidad Rey Juan Carlos – MADRID (2010)
ERASMUS Academic Exchange - 6 months

Baccalauréat Scientifique (2007)
Engineering Sciences - with honors

I.T. SKILLS

Operating systems: Mac & PC
Software applications: Photoshop, Indesign, Illustrator, Dreamweaver, Solidworks, PowerPoint, Word, Excel.

HOBBIES

Photography, travelling, literature (historical fictions, testimonies, autobiographies), dancing

OTHER

Communication Manager of Buddy Network (ESG) school association for foreign students (2009 - 2011)

<http://pagesperso-orange.fr/magdweb>