

Lise VIEUX-ROCHAT

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Belgium
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Date of birth: June 22, 1982
Place of birth: Nancy, France (54)
Driving licence



Open-minded and organized team member looking for challenging position within a multinational environment

Professional experience

- Feb-Nov 2008 **Contracting Assistant in NATO C3 AGENCY** in Brussels, Belgium
- Planning, drafting, and administration of Purchase orders for goods and services
 - Maintain the contracting Information System
 - Drafting, coordination in the competitive and sole source procurement process, contacts with bidders
- Jun-Sept 2007 **Internship in the company Cultural Centre** in Qingdao, China
- Created marketing documents (brochures, flyers, emails, letters)
 - Listed prospective clients, researched competitors
 - Positioned the Cultural Centre's website
 - Prepared and organized cultural programs for foreign clientele
- Jun-Sept 2005 **Internship in the company Yves PICHANCOURT**, Bar-Sur-Seine, France
- Customer and staff Management
 - Book keeper
- 2004-2005 **Member of « Junior Entreprise »** in Montpellier III, France
- Project Achievement
 - Events organisation
- Others "Au Pair" in Ireland, Camp Councillor in England, Employee in a Restaurant (Casino, Quick, Arles, France), Agricole and factory worker (France)

Educational background

- 2006-2007 **Institut d'Administration des Entreprises : Master's degree in International Business** (Chargé d'Affaires International).
1st semester in Montpellier, France and 2nd semester in Chengdu, China
- International laws
 - Marketing
 - Human resources
 - Strategy
 - Intercultural Negotiation
 - Finance
- 2005-2006 **Copenhagen Business School** (Denmark: Exchange with ERASMUS): **Master in International Management**
- Macro Economics
 - Micro Economics
 - Marketing
 - Business Strategy
- 2003-2005 **International Business Bachelor**, Montpellier, France
- International Economy and Industry
 - Management
 - Geopolitics
 - Multiculturalism
- 2000-2003 **DEUG Applied Foreign Languages** (English, Italian, Chinese), Montpellier, France
- 2000 **BAC "Economie et Social"** in Arles, France

Languages

French: Native speaker
English: Fluent
Italian: Intermediate
Chinese: Intermediate
Spanish: Basic

Computer / officeskills

Microsoft Office (Word, Excel, Outlook, Microsoft Project Manager, Power Point), **Photoshop**, **Movie maker**, **Office Automated System**.

Outside Interests

Bike, swimming, roller blade, skiing, reading, music, cinema, travels.