

# Cécile GUYEN

<http://cecile.guyen.netcv.fr>

## INTERNSHIP

### Objectives

I am looking for an entry-level job from April 2008 (to be negotiated) and I would be particularly pleased to have my work experience in your company.

I am **Graduate** from the **University Paris IV-Sorbonne**, and I'm currently finishing my **Master degree in International Affairs Management, specialized in competitive intelligence at the University of science and technology of Lille**. I am studying various subjects: Logistics, HRM, Accounting, International Negotiation, Strategic Surveillance, International Business and Marketing. Other skills that are required in my field of study are very high, in particular in languages, as well as in my internships abroad, which have made me independent. I can enjoy a comfortable capacity of accommodation with new situations thanks to my intercultural and interpersonal skills that I gained abroad through my educational and professional backgrounds. A placement in your firm would enable me to complete my education. I have always worked in international teams and I was often in touch with foreign customers with different cultural skills. This has contributed to my strong capacity of adaptation, but also to my relationship building and interpersonal skills. My communication skills have also been assessed as I was planning, organizing and ensuring all the communications and relationships are working well for symposiums for example, or through my professional attitude and ability to interact with customers over the telephone or at the desk reception.

I have created new business development strategies as I was in charge of building a new E-commerce marketing for my previous employer. I was responsible for PR and marketing reports, but also of monitoring and presenting business performance including development and maintenance of customer and market information. As business development manager, I have also implemented a sale and marketing strategy for developing new businesses. I have identified and generated new companies to be contacted within the target territory, through the web and other research tools. I was also in charge of extending the network, multiplying people within and outside the companies to be contacted. I have acquired through my experiences strong understanding capacities, good tracking, reporting and summarizing skills.

I have matured my analytic, project management, follow-up and time management skills, as well as the ability to work on multiple projects at the same time. I have become very detailed-oriented and organized. Indeed, for complex projects, I have produced a detailed schedule and planned review stages. I have even planned time-slots for activities that aren't in themselves organised, like thinking time, and being creative, solving problems. I look forward to hearing from you shortly.

Yours faithfully

### Professional Experiences

#### **Business Development Manager Trainee** **GORA GALLERY**

*From April to July 2007*  
Montréal - Canada

*Designing a database management system, Strategic Marketing Development, CRM, Training Management, Event planning (exhibitions, corporate, cultural and social events)*

#### **Customer Relations Manager** **MUTUAIDE (automobile insurance)**

*From July to September 2006*  
Bry-sur-Marne - France

*Telephone Assistance: managing customer relations, bringing concrete solutions to insured persons with car problems abroad*

#### **Editor in Chief's Assistant** **Foundation for the Rights of Future Generations (Think-Tank)**

*From November to December 2005*  
Oberursel - Germany

*Translation, organisation of events (conference in Brussel at the European Commission), mailing, collaboration with scientists, communication and secretary services in the field of edition, contribution to a handbook*

#### **Executive Assistant** **Foundation Groupama (foundation for medical eye care)**

*From September to September 2005*  
Paris - France

*Organisation of the boards of directors (preparation of personal files, the business agenda, planning the directors' attendance, reserving train tickets and hotels for directors), organisation of a scientific meeting (preparation of invitations, planning guests' attendance), telephone desk*

## Education

**Master International Affairs Management**  
**University of science and technology of Lille**

**September 2008**  
Villeneuve d'Ascq - France

*Information, Strategy and Competitive Intelligence (ISCI): Logistics, HRM, Accounting, International Negotiation, Strategic Surveillance and Competitive Intelligence*

**Master Management and International Trade**  
**Paris IV Sorbonne**

**September 2007**  
Paris - France

*Applied foreign languages English / German (with academic distinction): Economics, Law, Accounting, Marketing*

**European Studies of Business and Administration**  
**Hochschule BREMEN, University of Applied Sciences**

**September 2007**  
Bremen - Germany

*ERASMUS Student Exchange: International Business Law, Business Foreign operation, Strategic and Operational Marketing, Cross cultural Management, International Communication*

**Student Exchange (DAAD)**  
**Ruhr University of BOCHUM**

**September 2005**  
Bochum - Germany

*English Translations, German Law, Communication*

## Languages

**French**  
Native language

**English**  
Fluent

**German**  
Fluent

## Personal Interests

### PROJECTS

- E-commerce: e-marketing, business development strategy
- Tourism development project in Vietnam and e-commerce (*in process*)
- <http://ecoconception.wordpress.com/> (*in process*)
- Projects and studies on Environmental Sustainability