



Alexis Duchatelet

E-mail : alexis.duchatelet@gmail.com
Phone : +32 478 59 26 37

Website: <https://bit.ly/2FMJBNX>
Address: Rue Paul Segers 3
1040 Etterbeek
Belgium

Work experience

Le Wagon Brussels

July 2020 — September 2020

Developer

Completion of 2 projects for the Le Wagon Bootcamp. The first project consisted of creating an Airbnb clone in 5 days with our 2 man team where I integrated the majority of the back-end code. The result can be seen at <https://airbibooks.herokuapp.com>. Our second project is currently being developed and will be presented during our demo day on 04/09!

Crowne Plaza - Le Palace

June 2017 — Present

Meeting & Events Operational Executive

- Assist with planning, executing and successful completion of my projects
- Support all activities related to meetings and events for a varied client portfolio.
- Identify client needs and assist with budgeting, planning and logistics with all concerned departments and any external service providers
- Liaise with relevant partners and stakeholders
- Represent and oversee site-visits & pre-con meetings
- Sound administrative & financial management of projects
- Support the dissemination of internal/external communication materials for seasonal events
- Prepare internal reporting
- Management and supervision of trainees

Husa President Park Brussels

February 2017 — June 2017

Sales & Event Coordinator

- Offer & contract management for meetings & events department
- Regular follow-up with clients: assist with budgeting, planning and logistics
- Represent and oversee site-visits & pre-con meetings
- Operational execution of events
- Handling pre- and post event administrative and financial follow-up

Sheraton Brussels Hotel

August 2016 — January 2017

Convention Service Coordinator

- Administrative management from contract signature to invoicing
- Maintain communication with clients to ensure proper execution of events
- Identify client needs and priorities
- Arrange and oversee site-visits & pre-con meetings
- Provide secretarial support and assistance to the team as required

Education

Web Development Bootcamp

Jul 2020 — Sep 2020

Le Wagon Brussels

A high intensity bootcamp that takes you from beginner to junior software developer in 9 weeks. With a hands on approach, you're taught how to build robust and user-friendly apps all the while maintaining the correct workflow to collaborate with other developers, designers and project managers.

Initiation to Programming - Python

Nov 2019 — Jan 2020

EPFC Brussels

3-month evening course on Python. From basic concepts to simple feature programming.

Bachelor Degree in Hotel Management

September 2016 — June 2017

Erasmus Hogeschool Brussel

Graduated with distinction

Erasmus

September 2013 — January 2014

University of the West of Scotland

Bachelor Degree in Tourism & Leisure Management

September 2011 — June 2014

Hogeschool West-Vlaanderen Kortrijk

Languages

- Dutch - Native language
- French - Native language (DALF C2 - Alliance Française)
- English - C2 Level (Oral and written)
- German - Basic conversational
- Russian - A1 Level (Basic)

Skills

- Microsoft Office - Full knowledge
- Windows OS - Full knowledge
- Adobe Photoshop/InDesign/Illustrator - Moderate knowledge
- Python - Moderate knowledge
- Ruby - Good knowledge
- Ruby on Rails - Moderate knowledge
- PostgreSQL - Good knowledge
- HTML / CSS - Good knowledge
- Javascript - Moderate knowledge