



Alexis Duchatelet

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WORK EXPERIENCE

Le Wagon Brussels Developer

— August 2020

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 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 friendly apps all the while maintaining the correct workflow to collaborate with other developers, designers and project managers.

Python evening course

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

Graduated with distinction

LANGUAGES

- Dutch - Native language
- French - Native language (DALF C2 - Alliance Française)
- English - C2 Level (Oral and written)
- 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