




# CÉDRIC LEDUC


## DIGITAL PROJECT MANAGER

### Summary

Experienced project and account manager with an international background. Capable in managing complex and multidisciplinary projects. Ability to work under pressure and in a fast paced environment while excelling at customer service.

### Contact

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### Languages

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### Education

- **Bachelor of online creation and web-development** (*Licence Professionnelle Conception et Développement Numérique en Ligne*)  
*University Paris 8 / 2016*
- **Business school diploma - Business management** (*BTS Management des Unités Commerciales*)  
*Rise Nantes / 2010*
- **High school diploma** (*Baccalauréat Science et Technologie de Gestion*)  
*France / 2007*

### Work

- **Digital account and project manager**  
*Big Youth Agency (Paris) / 2016-2018*
  - Managed 15+ accounts, projects and tenders including WWF France ; Azzaro Fragrances ; Citroën ; Ubisoft ...
  - Point of contact for both internal resources and clients
  - Understanding clients needs and defining specific project deliverables
  - Managed cost estimation and budget development
  - Management of website structures (tree)
  - UX/UI design (Axure, Sketch)
  - Schedule and budget monitoring
- **Administrative and financial assistant**  
*Big Youth Agency (Paris) / 2014-2016*
  - Monitoring and tracking profitability for ongoing projects
  - Clients invoicing
  - Suppliers payments
  - Assisted with hiring processes
  - Managed payroll
- **Management assistant**  
*EPAR (Mexico) / 2013*
  - Administrative and accounting follow-up
  - Organization of trips and events
  - Implement and monitor programs as directed by management
  - Management of day to day operations
- **Store supervisor**  
*Faubourg (Vancouver) / 2010-2012*
  - HR (recruitment, planning, training)
  - Responsible of ordering supplies
  - Turnover tracking