

Chloe BAUDENS



- Legal Administrative & Personal Assistant

Who I am?

27 years old, French, relocating to Aarhus to follow my partner
Looking for a company where I can use my skills and gain further experience
Willing to learn Danish language

What are my strengths?

Supporting business development in early stages of a start-up
Providing legal advice and assessments on compliance with EU and national Laws in performing legal research
Demonstrating verbal and drafting communication skills on complex matters in French and in English
Knowledge of Word / Excel (pivot tables, if, lookups, formulas)

Social Media Compliance Consultant

3 Months | Customer Service | Arvato

- Ensured that users comply with the regulatory social media requirements and policies
- Identified issues as a French Market Specialist

Business developer

1 year 2 mths | Pharmaceutical Industry | Soyan VitaMed Natur

- Supported business development by B2B prospection and Account management (Salesforce)
- Managed Marketing campaigns by managing the social media
- Ensured the successful functioning and strategy by providing legal advice

Collaboration to the Project "Young Parliament"

Volunteer | Think Tank, Deutsche Gesellschaft

- Contributed in raising public awareness and encouraging public interest in the European decisional process in creating online content

Pro Bono Legal Assistant (Common and Criminal Law)

5 months | Volunteer | Aboriginal Legal Service

- Assisted Solicitors appearing in the Courts by preparing relevant documents and performing legal research on current criminals cases-law

Business development Officer | 6 months | Paris Mode

- Supported business development in a new market by prospecting and negotiating contracts resulting in increased sales

International legal and political Analyst Assistant

6 months | Internship | Centre for Eastern Studies

- Drafted an analysis on the EU-Russian relationships in interviewing Experts and conducting research on policies

Legal Project Officer | 6 months | AIESEC at Satya NGO

- Initiated and drafted a project to enforce the Right to Education Act by designing education material for the local school, researching funds and leading legal research



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Viborgvej 30/3 | Aarhus

LANGUAGES

English (fluent C2, negotiation level, 2 years in Sydney) |

German B1

Spanish B1

FORMATION

2010-2012 | **Master in law and policies of European integration**

Universitat Autònoma de Barcelona

Università degli Studi di Milano

Uniwersytet Szczeciński

Université Montpellier I

2007 – 2010 | **Bachelor of Law**

Université Toulouse I Capitole

2009-2010 | Erasmus Comenius

University, Bratislava

VOLUNTERING

Summer 2009 | Work camp

Valorised Stolbi National Park

Krasnoïarsk, Russia

Summer 2008 | Work camp

Restored Pažaislis monastery

Kaunas, Lithuania

2005-2007 | Young Regional

Advisor Midi-Pyrénées | Conseil

Régional des Jeunes, Toulouse

INTERESTS

Drawing | Photoshop | Theatre

European Literature | HTML, CSS,

JavaScript

BERLIN 2014 - 2016

SYDNEY
2012 - 2014

WARSAW
2102

JAIPUR
2010