

CASSIE MENGATO



PERSONAL INFORMATION

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LinkedIn : cassiemengato

Nationality : Belgian

Date of birth : 19/03/1994

Place of birth : Brussels

Location : Dilbeek Itterbeek (1701)

LANGUAGES

French : Mother tongue

English : B2-C1 Advanced

Spanish : B2 - C1 Advanced

Dutch : B1 Intermediate

Portuguese : A2 Beginner

Lingala : A2 Beginner

CERTIFICATIONS

2020 - Introduction to Software Development (HTML5 , CSS3) - **Cheetah Codes CIC**

2020 - 2.3 & 2.4. Mondeling & Schriftelijk , 3.1. Mondeling - **CVO Brussel**

2015 - Diploma de español como lengua

extranjera (DELE) **Cervantes** - B2

Licence :

C39APTLC72T7YM1UKC4XCP76Y0

MY EXPERIENCE

Marketing Assistant and Office Manager

Indefinite Contract

AMA Europe (Management Centre Europe) | Feb 2019 - ...

Marketing Assistant : creating flyers, collaborating with the Marketing Manager and Marketing Director, learning and working with various types of software for digital marketing (Google Adwords, Pardot). giving presentations, providing administrative support to the marketing and sales team, updating social media accounts

Office Manager : supporting logistics for events/training programmes , managing memberships databases, booking transport, ordering stationery and furniture, sending and receiving correspondence, preparing reports, general office duties

Administrative Employee - Receptionist

Temp (Manpower Group)

AMA Europe (Management Centre Europe) | June 2018 - Feb 2019

Greeting and assisting visitors, answering calls & emails, managing hotel bookings and pick-up transfers ,generating reports, sending and receiving correspondence

Administrative Employee

Student Job

Altissia International | Jan 2018 - April 2018

Marketing and Communication Department support : testing platforms (company's products) , encoding content for websites (WordPress), encoding marketing e-mails (Mailjet), sending newsletters (LimeSurvey)

Customer Service and Front Desk Agent

Internship (agreement with university)

Feel at home solutions (Be Madrid), Madrid (Spain) | Feb 2017 - June 2017

Welcoming clients, answering calls & emails, managing trips and activities registrations, social media posting

Administrative Employee - Receptionist

Student Job

Ethical Property Europe (Mundo-B) | 2013 - 2018

Welcoming clients, answering calls & emails ,general office duties

MY EDUCATION

Université catholique de Louvain | 2015-2018

Master's degree in Multilingual Communications

-English & French, additional option : Spanish (in the business world) & Portuguese (beginner)

-Disstertaion : "Communication externe de la Commission européenne : Comparaison des programmes Erasmus + et Europe créative"

Université catholique de Louvain | 2012-2015

Bachelor's degree in Modern Languages and Literatures

-English & Spanish

-TFC in English: The use of some in English

- TFC in Spanish : Lo implícito en el lenguaje en relación a las relaciones entre interlocutores