

Jeanne Dupont

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Application for an engineering internship March-December 2021

Profile

As a final year student at the *Ecole des Mines*, majoring in industrial management and specialized in the Management and Decision Help fields, I am interested in a training period requiring skilful teamwork on a complex project. In addition to my engineering profile I am analytical, efficient and organised, and have experience in communication, logistics, finance and marketing.

Education and Studies

<i>Mines Nancy</i> , national French school of Engineering, French national diploma equivalent to a Master's degree Final-year student majoring in Decision and Production Systems Key courses: ... End-of-study project: ...	2017-2021
One academic year spent studying at <i>Imperial College</i> , London. Key modules: ...	2019-2020
Two-year undergraduate programme prior to the highly selective entrance examination to prestigious French engineering schools (Advanced and Applied Maths and Physics) at <i>Lycée Henri Poincaré</i> in Nancy, France	2015-2017
<i>Baccalauréat Scientifique et Européen</i> passed with Honours (Bien) French equivalent of Advanced levels/High School Leaving diploma specialised in Maths, Physics, Chemistry and European languages, certain subjects studied in Spanish.	2015

Study Projects

.../...

Work experience

- ❖ Client Manager, Paralympic Accreditation Coordinator, *Rio Organising Committee of the Olympic Games and Paralympic Games (ROCOG)*, Rio, Brazil.

June – September 2019

- In charge of accreditation for 47 National Paralympic Committees of Eastern Europe and the Middle East, additionally responsible for Spanish speaking countries due to staff health difficulties.
- Registering delegations (athletes, team officials and dignitaries) and managing their access rights through constant telephone and email contact with the respective delegates in their native language whenever possible.
- Liaising with British agencies such as the Home Office, the UK Border Agency and the Metropolitan Police to carry out participants' background checks, handling sensitive personal data.
- Travelling abroad to meet with delegates from countries concerned for accreditation meetings and working in a multi-lingual environment (official, office language – English).

Skills developed: availability, focus, organisation and people skills, ensuring clarity of information.

- ❖ Intern at the *Delegation of the European Union to Ukraine*, located in Kyiv, Ukraine.

June – September 2018

- Part of *Operations Section* Idealing with EU-funded projects in Good Governance and Democracy Building, working in the sphere of border management.
- Assisting in project management, tendering, implementation and evaluation phases, meeting and communicating with the appropriate Ukrainian authorities (fluent Russian was needed).
- Working alongside local staff and personnel from various EU Member States to assist the authorities of Ukraine in the improvement of its institutions.
- Working languages – Russian and English.

Skills developed: liaising closely with different internal departments, deadlines, dealing with important government personnel in a professional manner, analysing legal documents.

- ❖ Call handler each summer for the *AA European Call Centre, ACTA*, Lyon, France.

Summer 2017 – 2016 – 2015 – 9 months in total

- Assisting customers experiencing trouble with their vehicle while travelling abroad by organising roadside assistance and making alternative travel arrangements and liaising with counterparts all across Europe and mechanics on behalf of customers.
- Combining multi-lingual communication and customer management skills, applying protocols and using modern communication technologies.
- Part of the “Prestige Team” in 2017 for Aston Martin, Bentley and Jaguar assistance, dealing with its customers all over Europe.
- Official office language - English

Skills developed: communication (multi-lingual), team-work, IT, problem solving, multi-tasking, quick and broad thinking, listening.

Languages

French:	Mother tongue
English:	Fluent. One academic year spent at Imperial College, London, studying risk management. <i>IELTS CI</i> (7.5 average /9) awarded by the British Council, June 2018.
Spanish:	Fluent. Linguistic trips to Santa Maria, Seville and Barcelona. <i>Superior</i> awarded by the University of Cervantes, Salamanca, November 2018.
German:	Good working knowledge. Linguistic trips to Mainz, Hof and Stuttgart.

Interests, Club & Society Involvement

Formerly involved in the university Student Union, co-organiser of social events.

- Responsible for the complete organisation of the 2019 University gala.

Manager of a 12-member student team, employment of 6 private companies for catering, security, light and sound, logistics, bar, emergency services.

- Member of team of 15 students organising the *2019 Cartel*, a national, student, sports tournament involving nine universities (two thousand students) from all over France.

In charge of hotel accommodation for 750 students.

Sports: snow-boarding (16 years), tennis (5 years), horse-riding (8 years).

Cultural interests: Reading (political history and general fiction), Music, Cinema, Drama.

References available upon request.