



Virginie Lenoir.

25 years old

Looking for a Junior Front-End Development/ Web Design position

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About me

I am a self-motivated, creative, and ambitious person with a good eye for details. I am passionate about technologies, coding and web design. I am self-training in coding/design and my last experience allowed me to work closely with the tech/product team. I've been responsible of the tech side in my team as I've proven an interest and a good understanding. I am eager to learn and to be challenged in order to grow and further improve my IT skills. I was promoted and given more responsibilities for exceeding in my current job goals.

Education

Open Classroom - Online Courses

2018 - Today (Self-Training)

- Learned how to develop a basic website with HTML5 & CSS3
- Learned the programming concept of Javascript
- Learned the concept of UI/UX Design

UPEC Créteil - VALEDICTORIAN

2014-2015
Bachelor's Degree in Project Development & Social Intervention for Public with specifics needs

- Identify and analyse individual and collective needs for different public
- Design and coordinate projects that meet the needs of public
- Understand the socio-economic context and its different actors

IUT Paris Descartes

2012-2014

Higher National Diploma in Animation, Social and Sociocultural

- In-depth analysis of context, publics and ressources
- Implement projects to facilitate the socialization, expression and creativity of individuals
- Social Sciences : Psychology, Sociology, Ethnology & Anthopology

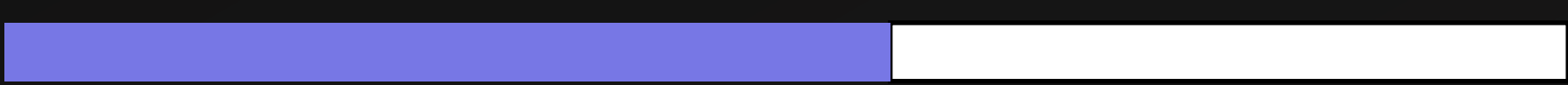
A-Level in Marketing - Highest Honor

2012

- Economy, Law and Management
- Communication and Marketing
- Accounting and Human Ressources

Skills

HTML5 & CSS3



Javascript



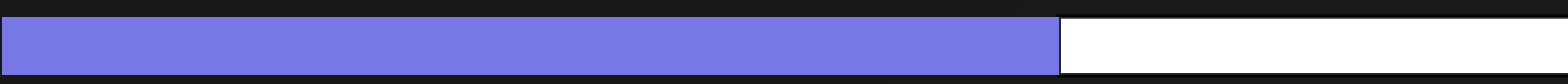
Sketch (or InVision)



Pack Office



Trello



Slack



Languages

English: Fluent

French : Native

Interest

Out of the office

Learning & keep up to date with the actuality and new technologies.

Music. I like to play Guitar and Piano.

Traveling. I enjoy challenges and like to discover new culture.

Creativity. I am passionate about all things creative. I like to draw, knit, and so many other things!

Experience

Rekki - London

Tech Start-up : app for chefs to make ordering between restaurants & suppliers easier. Mainly present in the UK, US and France with more than 3000+ restaurants. I was responsible for the French Operations and faced a big work load with tough deadlines. I was also responsible for our internal system: try new version ahead of the team, report bugs and give feedback to the Product Manager. I developped a problem solving mind and improve my communication.

Sales Operations Specialist & Customer Support

April 2019 - March 2020

- Test internal operations system before the release
- Liase between operations and tech team: fix bugs, find out the issue and report to the tech team
- Work closely with the product team to improve UI/UX design for internal systems and the app
- QC (Quality Control) : Good eye for details, I was in charge of QC all the set up and communicate feedback/teach the team when necessary to avoid the same mistakes
- Translate and review from English to French for the application using Phraseapp
- Use internal staff system to set up accounts for restaurants with short deadlines
- Liase with suppliers to build relationships
- Maintain & build suppliers database
- Think outside of the box to improve processes & workflow efficiency
- Provide first line support through Freshdesk and share user feedback to the Poduct team

Lead Generator

February to April 2019

- Work with the team to research, segment and verify prospects
- Dispatch prospects to the Sales and Business Development team

French Speaking Link Checker - MarketCast in London

January 2019 (Temporary)

Alternated work & travel between 2016 & 2018

Traveled in Australia in 2016 (1 year WHV) ~ [went back to France] ~ Traveled in South-East Asia (5 months)

Amilton Asset Management - Paris

Independent management company with 800 millions asset under management and around 30 collaborators.

Receptionist Administrative

2017 (4 months - Temporary)

- Check emails, handle phone system, transfer queries to the right collaborator
- Assist the finance team with administrative task
- Developed the ability to work independently and to communicate concisely

Viet King Fisher - Vietnam (Ho Chi Minh)

Event company with a vision based on nature. Developping sustainable tourism and eco-friendly activities. I worked on the Forest School Project : outdoor education that develop personal, social and technical survival skills. This project was build for Vietnamese children living in the city away from the nature.

Project Coordinator

2017 (2 months - Voluntary)

- Build the Forest School Project : set the context, define the project set goals, budget and evaluation
- Wrote a relevant and engaging content that call potentials partners to take action

ADEF - Paris

Social Rental Assistant

Sept. to Nov. 2016

- Help the 100 tenants moving in a new building, ensure the appropriation of the new place
- Administrative support for public in difficulty (address chanfe, etc.)

L'Armée du Salut - Paris

Accommodation & Social rehabilitation center (CHRS) for homeless people

Social Project Coordinator Assistant

2015 (1 month - Internship)

- Within a team of 3, we diagnosed a problem insite the CHRS and we proposed solutions
- Empathy : understand a public with specifics needs
- Risk Management : identify potential risk in advance and anticipate

I'd love to hear from you.

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