



# PONTANIER Guillaume

## JUNIOR DIGITAL PROJECT MANAGER

Recent graduate with internship experience in a start-up, seeking to advance as a junior in IT project management, digital marketing or business engineering.

### SKILLS

- Project Management**  
Organization, management, relational, planning, budgeting  
Writing functional and technical specifications  
Creation and presentation of support materials  
Adaptability and flexibility (agile methods including SCRUM)  
JIRA, Confluence, Notion, GanttProject, Miro, Zapier, MS35
- Web Development**  
HTML5, CSS3, WordPress, JS, jQuery, PHP7, Python  
WordPress, Webflow, Drupal, Shopify, PrestaShop, Framer
- Data Analysis**  
Statistical analysis, trend prediction, data cleaning  
Data mining, interpretation and visualization  
Excel, GA4, GTM, GSC, Looker Studio, Python
- Marketing & Web Marketing**  
Communication strategy and social media  
Persona, SWOT, SEO (On/Off-site), SEA (GAds), SMO, SMA
- Customer Relations**  
Negotiation, client satisfaction, CRM management (HubSpot)
- UX/UI Design**  
Wireframes, site map, flowchart, user scenarios  
Website and mobile app design (Figma, XD)
- Languages**  
🇬🇧 English C1 (fluent) 🇩🇪 German A2 (basic knowledge)

### PERSONAL

- Date of birth**  
April 11, 2000
- Contact**  
+33673187127 // guillaume.pontanier@gmail.com
- LinkedIn**  
www.linkedin.com/in/guillaume-pontanier
- Location**  
Montpellier and Surrounding Area
- Driving License**  
Category B
- Website**  
www.aume.io

### EXPERIENCES

SINCE OCT. 2024

**Reserve Brigadier**

Gendarmerie Nationale

SEPT. 2021 - SEPT. 2024

**Digital Project Manager (Work-Study program)**

Global Institute for Law & Innovation

Development and administration of two 100% online university diplomas LegalTech & Law Innovations and Scientific Data Management for the University of Montpellier.

- Coordination of a team of 5 collaborators
- Management of project timelines and technical specifications
- Development of e-learning platforms on WordPress/LifterLMS
- Agile project management methods and process automation

APR. 2021 - SEPT. 2021

**Web Developer CMS/LMS (Intern)**

Global Institute for Law & Innovation

- Development of internal e-learning platforms for students across different programs
- Social media account management, editorial calendar creation, content writing and visual design

MAY 2020 - SEPT. 2020

**Community Manager (Intern)**

Global Institute for Law & Innovation (anciennement EVOL+)

- Social media account management, content and visuals

JULY 2019 - SEPT. 2019

**Seasonal Crew Member**

McDonald's France

JULY 2017 - AUG. 2017

**Seasonal Administrative and Technical Agent**

Town Hall of Saint-Vit, Bourgogne-Franche-Comté

### EDUCATION

SEPT. 2022 - SEPT. 2024

**Master's Degree - Digital Strategy Expertise**

Digital Campus Montpellier

- Specialization in Digital Marketing and Data Management

SEPT. 2019 - JULY 2022

**Bachelor's Degree - Digital Project Management**

Digital Campus Montpellier

- Web Marketing Specialization

SEPT. 2018 - JULY 2019

**Law - First Year License**

Faculty of Law and Political Science, Montpellier

SEPT. 2017 - JULY 2018

**A levels of Science**

Victor Hugo High School, Besançon

- Engineering Sciences track
- Specialization in Mathematics
- European section