



PONTANIER Guillaume

JUNIOR DIGITAL PROJECT MANAGER

Recent graduate with experience in a start-up, looking to grow in a junior role in project management, product management, instructional design, customer support or digital marketing.

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, MS365
- 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)
- Graphic Design**
Creation of web and print visuals, brand style guide design
Infographics, image editing, Adobe Creative Suite and Canva
- Langues**
🇬🇧 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

Reservist

🇫🇷 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