

Aude VILLEMINOT



Skills

- Excellent verbal and written communication skills
- Ability to organize personal work priorities
- High level of accuracy and attention to detail
- Customers service oriented
- Ability to work independently and as part of a team
- Demonstrated ability to remain self-motivated at all time
- Flexible in working hours
- Organising and supervising work flow
- Microsoft Office advanced
- Able to manage stress
- Budget conscious and able to handle resources and sensitive information with integrity

Information

Looking for a job starting in
October 2017

villeminotaude@gmail.com

+971 (0) 50 693 5917

30 years old

Lives currently in Abu Dhabi
U.A.E
Driving license

French: mother tongue
English: full professional
proficiency

Work Experience

OPERATION MANAGER

FRENCH EMBASSY TO THE UNITED ARAB EMIRATES
Abu Dhabi, U.A.E.

2014 - current



- Plan, organize all internal and external events up to 1 200 people and 350K AED
- Ensure compliances with all planned activities during the event
- Held events account, budget and managing cost
- Overseeing inventory, distribution of goods and facilities
- Purchasing goods
- Managing 3 in house staff
- Overseeing diverse maintenance operations

CHIEF HOUSEKEEPER

MY Sea Rhapsody – Private yacht, 212,27ft/64,7m
2012 –2014, Worldwide

- Personally tasked with leading, motivating and training Stewardesses including the delegation of responsibilities and coordinating rotas
- Overseeing the implementation of policies and procedures and supervising the creation, implementation and maintenance of inventories
- Playing a pivotal role in the creation of manual, budget and consumption plans and overseeing crew uniforms and negotiating on special products

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References

Available upon request.

HEAD HOUSEKEEPER

MY Ectasea – Private yacht, 282,15 ft/86m
2010 – 2012, Worldwide

- Accountable for coordinating rotas and implementing procedures and guidelines
- Leading, motivating and developing Stewardesses during guest visits and tasked specifically with the creation of inventories and maintaining the material safety data sheets

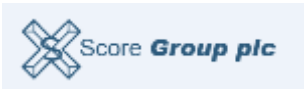
SOLE STEWARDESS

MY Irelanda – Private yacht, 104,82ft/31,95m
2009 – 2010, Worldwide

- Assisting the daily operations of the boat's interior/supporting the housekeeping services-laundry, food&beverages

ADMINISTRATIVE ASSISTANT

Score Group plc, New Caledonia
2009



- Making a significant personal contribution to coordinating between departments and operating units in resolving daily administrative errors
- Tasked specifically with completing various general office duties including organizing and managing pro forma and invoices
- Overseeing employee's transport and accommodation bookings upon arrival to the country and tasked with translating administrative documents from French to English

PURCHASING OFFICER

Comptoir Matériel Professionnel, New Caledonia
2008 – 2009



- Playing a pivotal role in ordering and approving goods and services required by the company
- Overseeing the import of goods from Thailand, Singapore and New Zealand and ensuring the timely completion of all associated paperwork on behalf of customers

Education

Kelly Colleges, Brisbane Australia
Business Management - 2007



English School, Brisbane Australia
IELTS – 2006/2007