

**Ms Mélody HOANG**  
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## EXPERIENCES :

### RETAIL & WEBSHOP ASSISTANT – SUN VALLEY, HEAD OFFICE LA CIOTAT

November 2014 – October 2015

- setting up new collection
- following up on the returns for Polaris and Océa
- following commercial endowments (sportsman, tourist office, client, or store manager)
- extracting of files by stores (e-mailing, mailing)
- controlling sales between 2014 and 2015 via Polaris & My Report by type of store
- managing the expeditions of the point of sales advertising (POS)

Department : sportswear & ski wear (men, women & child) // Olivier Fiaschi, International Manager  
[olivier@sun-valley.fr](mailto:olivier@sun-valley.fr) 06 86 21 07 70 // 04 42 71 45 45

### WEBSHOP ASSISTANT – MEPHISTO, MARSEILLES AGENCY

March 2014 – October 2014

- adding new products online : Mephisto, AllRounder and Sano brands
- setting up new collection Spring Summer, Autumn Winter
- following up orders and expeditions to France, China, and North America ; returns, exchanges, refunds, sales

Department : footwear and accessories (men & women) // Sandrine Garcin Director or Emilie Arnaud Sales Manager  
[info@mephisto-shop.com](mailto:info@mephisto-shop.com) 04 91 60 68 33

### SALES ASSISTANT – MEDICINA, MARSEILLES AGENCY

August 2013– September 2013

- marketing management : proforma invoice, trade discounts
- order, inventory management , customer relationship, supplier, transporter, translating in english, french (daily report)

Department: pharmaceutical industry // Sandra Ascenci, Sales Manager

### CREATION & PRINT DEPARTMENT ASSISTANT – HIGHCO DATA, HEAD OFFICE AIX EN PROVENCE

January 2013 – July 2013

- customers and partners relationship (Procter & Gamble, Philips, Pernod Ricard, Elle & Vire, Mars...)
- creating slideshows on Powerpoint, designing briefs and benchmarks
- direct relationship with designers, art directors ; searching for new partners : printers , graphic designers

Department : marketing, promotion // Audrey Imbert, Creation & Print Manager

### MARKETING & COMMUNICATION SUPERVISOR – MUTUELLE SERVICES PUBLICS, HEAD OFFICE MARSEILLES

October 2011 – October 2012

- redesigning website, sponsoring (tennis club, arts, senior club)
- managing releases on 20 minutes, JC Decaux, and local papers ; redesigning flyers, posters

Department : mutual, insurance // Cyril Frizon, Director

## OTHER EXPERIENCES // 2016 & 2010

**2016 (1year) BABY-SITTER** (primary school)

**11-2010 SALES ASSISTANT – IPSOGEN, MARSEILLES** (AREAS : EUROPE, AMERICA, MIDDLE EAST & ASIA)  
Department : pharmaceutical industry // Joëlle Calles, International Sales Representative

**06-2010 MANAGER ASSISTANT - AECC GILBERT CAULET, MARSEILLES**  
Department : council // Nawel or Andrea, Assistant

**01-2010 COMMUNICATION ASSISTANT – PREFECTURE DES BOUCHES DU RHONES, MARSEILLES**  
Department: public service // Thierry LePage, Director of Communication Department

## TRAINING // 2012-2009

**BACHELOR IN MARKETING** 1 YEAR (ENGLISH ) // BUSINESS SCHOOL RISE ISEMA, MARSEILLES

**HIGHER NATIONAL DIPLOMA PERSONAL ASSISTANT** (ENGLISH & ITALIAN ) 2 YEARS // HIGH SCHOOL ST EXUPERY, MARSEILLES

**A LEVELS IN COMMUNICATION HUMAN RESOURCES** (ENGLISH & ITALIAN ) // HIGH SCHOOL DENIS DIDEROT, MARSEILLES

## SOFTWARE // LANGUAGES

WORD, EXCEL, POWERPOINT, PUBLISHER, OUTLOOK, SAGE, OCEA , EXPINET, MINDVIEW, POLARIS, PAINT, WINDOWS MOVIE MAKER  
SOCIAL MEDIAS TWITTER, LINKEDIN, PINTEREST, FACEBOOK, TUMBLR, INSTAGRAM, VIADEO

**FRENCH** (native language), **ENGLISH** (professional), **LAOTIAN** (high), **ITALIAN** (basic)

## TRIPS // HOBBIES:

LONDON (UK), MONTREAL (CA), PROVIDENCE (US), NEW YORK (US) BANGKOK (TH), JOMTIEN (TH), CHIANG MAI (TH), VIENTIANE (LA),  
LUANG PRABANG (LA), VANG VIENG (LA), TUNIS (TU), HAMMAMET (TU), SALOU (ES), SAN REMO (IT)

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**OTHER // DRIVING LICENCE SINCE AUGUST OF 2011**