

Margot Lebbe

Auckland

027 586 5550

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Well organised, hard working, dynamic and
having initiative,
I am looking for a position where I will be
able to apply my knowledge
and help the team to achieve goals.

PROFESSIONAL EXPERIENCES

Sales Assistant - KATHMANDU Auckland, New Zealand / August 2017 - May 2018

- Customer service : offering face to face advice to customers on the store products
- Managing cash and payment systems, processing exchange and refund as required
- Receiving deliveries, re-stocking store, processing stock movements

Travel Consultant - Cambo-les-Bains Tourist Information Office, France / April 2016 - April 2017

- Answering questions from tourists, local residents and other tourism agencies either over the counter or by phone
- Making suggestions on tours, accommodation and local attraction, making bookings for transport, accommodation
- Sightseeing activities and other travel related activities a client may need throughout
- Undertaking general clerical and office duties
- Establishing local events calendar and their corresponding budgets

Voluntary - Hondarra Sport Agency, Anglet, France / June 2016 - September 2016

June - Managing the REDBULL OVALIE 2016 - Logistic

July - Organising the ANGLET BEACH RUGBY FESTIVAL 2016 - Logistic, partnerships, managing the voluntary team

September - Setting up the FITNESS ON THE BEACH 2016 - Logistic

Communication and Social Media Assistant Manager Junior - Biarritz Pays Basque Airport, France / March to December 2016

- Developing a social media strategy to increase following
- Managing electronic and print media campaigns
- Establishing marketing calendars and their corresponding budgets

University Project - Project Manager Junior - Medoc Ocean Tourist Information Office, France / October 2014 - March 2015

- Analysing the organisation's strengths and weaknesses, opportunities and threats (SWOT analysis)

Press Relations Officer - Hondarra Sport Agency, Anglet, France / March to September 2014

- Organising the Anglet Beach Rugby Festival : increasing and developing partnerships with the press, managing journalists during the event, writing press releases and social media content, welcoming trading partners and guests

Project Manager Junior - Saint Jean de Luz Tourist Information Office, France / April to September 2013

- Organising the International Cesta Punta Games : partnerships research, creating, promoting and using social media, managing logistic

KEY SKILLS AND COMPETENCIES

- ✓ Ability to work under pressure and meet targets
- ✓ Capable of undertaking detailed business process and procedures
- ✓ Strong communication in customer service
- ✓ Keen eye for details
- ✓ Methodical approach to work at both individual and team level

EDUCATION

2013 - 2015

Master's level degree in Tourism and Travel services Management

University of Bordeaux Montesquieu, France

2012 - 2013

Bachelor degree in Event management

University of Bayonne, France

2009 - 2011

Two-year technical diploma in marketing technique

University of Bayonne, France

2009

Baccalaureate in Sciences and Technics of Management

Fernand Daguin, High School Bordeaux, France

PERSONAL SKILLS

- ✓ Languages : French native, English speaker
- ✓ Creative and innovative
- ✓ Strong character and winning mentality
- ✓ Passionate and enthusiastic
- ✓ Professional mannerism
- ✓ Social Media / Web 2.0 / Wordpress / Wix / Pack Office

SUMMER AND TEMPORARY JOBS

Sales assistant - Promod,

Bayonne, France / January to December 2012

Sales assistant - Jules,

Bayonne, France / August to November 2011

Sales assistant - IKKS,

Bayonne, France / January to March 2011

INTERESTS

- Outdoor sports : surf, kayak, ski, hike
- Travels : Europe, Asia, Africa, Oceania
- Music of the world

REFERENCES

Abby Petricevich

Kathamandu Victoria
Street Manager
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Alexandra Vandroux

Director at Cambo les Bains
Tourist Information Office
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