

# Bee D'A, LOKKIT-W



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## SUMMARY

I am a well-travelled, driven and passionate individual who has great understanding of local and international affairs. I have gained vast experience in various roles from Administration to Politics. I recently graduated and gained a bachelor degree in International Relations and Politics. I can speak several languages and I am always looking to further myself and acquire new skills. I am a hardworking and approachable person and I would be a great addition to your team.

Currently, I am seeking an opportunity to work for an international organisation who support and recognise the skills of their workers. My aim is to further improve my knowledge in the field of International Politics.

## WORK EXPERIENCE

### Oct 2016 – Nov 2016 **Administrative/Project Support**

*ICF International Consulting  
Brussels, Belgium*

- Analysing diverse projects for the EU commission
- Mapping the data for various projects
- Providing administrative support for the Consultant
- Interpreting opinions in political and legislative perspectives

### Jul 2016 – Aug 2016 **Airport/NOC Relations; Event Service**

*Rio2016 Olympic Games  
Rio de Janeiro, Brazil*

- Providing communication and translation service
- Arranging and managing accredited transport for Athletics, Government Officers, and Media
- Providing Information support for Athletics at the Airport and Olympic Village
- Supporting backstage
- Making announcement at the Olympic Stadium

### Nov 2014 – Sep 2016 **Team Assistance / Officer**

*Conservative Party (U.K.)  
Sheffield, UK*

- Prepare the documents require for the member meeting
- Contact with members of party
- Routine meeting with the Prime Minister
- Communicate with local public
- Making presentation in usual meeting
- Campaigning in different local political events

### Mar 2015 – Jul 2016 **Interpreter / Translator**

*Pearl Linguistic Ltd  
London, UK*

- Verbal interpretation for Public Health Service
- Legislation and immigration interpretation

## ACHIEVEMENT

 Head Delegate Model of the World trade organisation (April-17)

 Selected as contributed party member, and being invited to meet the British Prime Minister Theresa May in No.10 Downing Str. (Nov-16)

 The 2<sup>nd</sup> winner of Sheffield BNOC 2015 (Big Name On Campus)

 The top 200 (ranked as 153) most powerful student in the UK, elected by The Tap

 Election video creation gained more than 10000 views in the UNI

 UNI discipline hearing team member (14-16)

 Elected of Student's Union Councillor (14-16)

 Selected as the chairman of Student Committee and departmental representative (15-16)

 Presidential candidate of the Sheffield Student Union (Feb-15)

## EDUCATION

2016 – 2017

*MA in European Studies and Political Science*  
*Université libre de Bruxelles, Belgium*

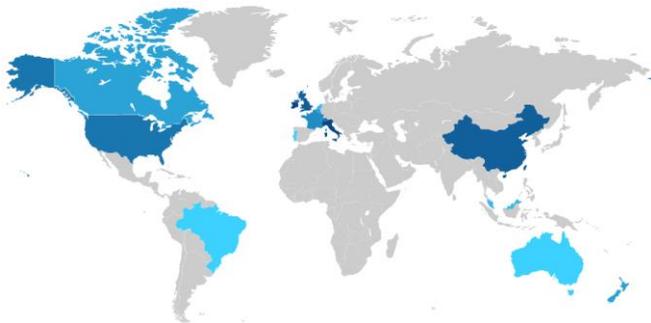
2013 – 2016

*BA in Politics and Sociology – 2:2*  
*The University of Sheffield, UK*

2012 – 2013

*Secondary Education Level in Business,  
Law and Social Science – Merit*  
*The Sheffield International College, UK*

## LANGUAGE



## SKILLS

**Organisation** – During the internship period with ICF International Ltd in Brussels, I analysed 3 to 4 projects per day for the EU commission. As these projects are extremely significant in terms of EU legislation and Politics, I needed to organise the order and develop the most appropriate strategies for each project, against tight deadlines. This pressurised experience has developed strong organisation skills.

**Communication** – My position as NOC Relations officer in Rio2016 involved the ability to communicate with various athletics and government officers from different countries. I have developed listening skills and have honed my ability to persuade others to vote for me.

**Teamwork** – I worked in a team of 8 people where I acted as an information resource to visitors when working in the Rio Olympic Games. The instructions that I gave had to be accurate as for instance I had to ensure that visitors were seated properly before events started. I also had to ensure I could deal with customer complaints and I had necessary knowledge to provide solutions or suggestions to my supervisor.

**Problem solving** – My roles as student councillor involved investigating and resolving everyday issues. e.g., I supported a group of students requesting a change in language used in signage, to represent the international populations at campus. I put forward a written business case to present the issues in the next committee meeting and communicated the results to the relevant students.

### **Computer / IT:**

- i. I am highly competent in Adobe Photoshop, Premiere, I used Adobe Premier for designing my own special video, and also Photoshop for my own poster.
- ii. I am an expertise in Microsoft Office also, especially during the internship with ICF consulting Ltd., the daily usage of Excel for analyse and mapping projects, as well as the usage of Microsoft Outlook, which is the principal electronic communication method within the enterprise, thus, I possessed profound knowledge of business computer usage.

**Driving** – Full UK/BE/EU Clean License

## REFERENCE

### **Professor Jonathan JOSEPH**

*Professor of Department of Politics, UNI of Sheffield*  
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### **Ms. Lumena ALVES**

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### **Mr. Ian WALKER**

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