

**PASCALE Mélissa**  
Rue des Clouteries 10-7  
6140 Fontaine-l'Évêque  
Belgium



Date and place of birth: 23/01/1989 (29 years old) in Charleroi (Belgium)

Phone number: 0032496/245757

Driving license

melissapasc@hotmail.com

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## Education and training

- September 2007-June 2010

### **Bachelor's Degree in Public relations**

Haute Ecole Albert Jacquard (Namur-Belgium)

- September 2009-December 2009 (Erasmus exchange)

### **International semester in tourism management**

Hoge School van West Vlaanderen (Kortrijk-Belgium)

- 2001-2007

### **High school - Field of studies: latin-languages**

Athénée Royal Louis Delattre (Fontaine-l'Évêque-Belgium)

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## Work experience

- June 2014-currently

### **Government of the Hong Kong Special Administrative Region**

**Hong Kong Economic and Trade Office** (Brussels-Belgium)

Public relations officer

*In charge of the following duties for Spain, Ireland, France, Portugal, Turkey, Croatia, Romania and Bulgaria: media relations, organisation of promotional events, monitoring coverage of Hong Kong in the media, organisation Hong Kong Ministers' official visits in Europe, reports and regular briefs on EU economic and political developments.*

- January 2013-June 2014

### **University of Namur** (Namur-Belgium)

Administrative/Event assistant at the international affairs department

*Organisation of official visits (in charge of welcoming foreign delegations, VIP's, Ambassadors), organisation of missions abroad, organisation of conferences, cultural events, seminars...*

- March 2011-March 2013

### **Fédération Wallonie Bruxelles** (Châtelet-Belgium)

English and Spanish teacher

- September 2010-December 2010

**Leeds Language College LTD** (internship in Leeds-UK)  
Receptionist/Administrative assistant

*Course sales, registrations, invoicing, complaints management, information to students...*

- January 2010-June 2010

**Malaga Convention Bureau** (internship in Malaga-Spain)  
Sales coordinator

*Advice for event organisers on congress facilities in Malaga, preparation of site inspections, event organisation, sales calls...*

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### Languages skills

**French:** fluent (mother tongue)

**Spanish:** fluent (C1 level)

**English:** fluent (C1 level)

13-week intensive English course in Leeds in 2010

**Cambridge Certificate in Advanced English**

**Dutch:** elementary (A2 level)

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### IT skills - Miscellaneous

Word, Excel, Power Point, Publisher

Passion for theatre, travelling, dance and cinema