

THUY MAI HO DUC

creative – meticulous – strong writing skills – quick learner

WHO AM I ?

I am a passionate and dedicated professional with a **solid communication background** and relevant experience in 3 fields of activities: **event management** (cultural, artistic and corporate); **communication project management**, specifically for European and Chinese clients; and **administrative follow-up**, the core element of the efficient daily management of an SME.

PROFESSIONAL CAREER

Communication & Events Manager

Atlas International Culture | August 2011 – January 2018

Event management (20 to 1500 pax)

Event briefings, plannings, providers management, budget negotiations, event organization and execution, administrative follow-up, ...

Communication

Drafting and copywriting (EN/FR), translations, consultancy in communication strategies, website management, social networks management, ...

HR and administrative tasks

Payroll management, recruitment, coaching of interns and students, administrative follow-up, ...

Commercial assistant

Semafort | August 2011 – April 2016

Commercial consultancy

Sectorial research, networking, corporate consultancy, translations, ...

China Welcome Office Management

AWEX | August 2011 – April 2016

Office management

Daily management of office space, close-up assistance to hosted companies and entrepreneurs, representation of China Welcome Office during missions and events in Belgium or abroad, ...

OTHER ACTIVITIES

Improv'Action

Volunteering | 2014 – 2016

Co-organization from scratch of a yearly charity improvisation show in Brussels: marketing, logistics, ticketing, catering, ...

CURRENT GOALS

To join an organization active on the **cultural stage** or integrated in the **local economic and social landscape**

To step outside of my comfort zone and take up new challenges in **communication and event management**

To find a fertile ground to **grow my skills and competences**, with a strong concern for **relevancy and sustainability**

To integrate an **inspirational team**, with which I share the same values: mutual support, humor and continuous improvement!

EDUCATION

MA in Multilingual Communication
2011 | UCL

BA in Translation (English/Chinese)
2008 | ISTI

SKILLS

Français	■ ■ ■ ■ ■
English (C1)	■ ■ ■ ■ ■
中文 (A1)	■
Nederlands (A1)	■
Office Suite	■ ■ ■ ■ ■
Facebook	■ ■ ■ ■ ■
Mailchimp	■ ■ ■ ■ ■
Twitter/LinkedIn	■ ■



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May 16th, 1988 (29 y.o.)



Belgian driving license B