



## CONTACT

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 <https://www.linkedin.com/in/doragarreau/>

## LANGUAGES

- Using English, Spanish and Portuguese in a professional environment

## SOFTSKILLS

- Creative
- Curious
- Team player
- Organized
- Versatile
- Empathetic

## SOFTWARE & APPS

- Microsoft Office
- Adobe creative suite / Canva
- Google suite
- Semrush / Google Analytics / Ubersuggest
- Odoo
- Mailchimp / Mailjet
- Wordpress / Joomla / Squarespace / Wix
- Zoom / Teams
- Klaxoon
- Slack
- Trello / Teamsite
- Airtable / Hootsuite / Buffer
- Kdenlive / iMovie

## EDUCATION

- M1 Community Manager
- BTS Assistante de Direction - Commerce International

## INTERESTS

- Passionate about TED & TEDx conferences
- Member of the Puydaniel Heritage Association & the Puydaniel Festival Committee
- I practice yoga
- I am learning sculpture

## Communication officer with digital expertise

- As a committed communications officer, I bring proven expertise in multi-channel strategies, multimedia content creation, and community management, with the ability to manage ambitious projects and effectively engage diverse audiences. ••

### AREAS OF EXPERTISE

#### Manage projects

- Write specifications
- Be proactive and continuously improve processes and tools
- Define budgets and plan tasks with a view to the final objective
- Adapt missions and tasks according to the evolution of the project
- Manage risks
- Manage times in order to meet delivery deadlines and comply with standards, specifications and customer requests

#### Manage a team

- Practice active listening to identify sticking points and create a climate of trust
- Plan and assign tasks according to missions and projects
- Manage disagreements and resolve problems
- Check deliverables in compliance with standards, specifications and project constraints.

#### Multichannel communication

- Audit the existing situation in order to better understand the company and its products
- Master online and offline communication tools
- Demonstrate analytical and synthesis skills to fully understand the tasks to be carried out and the expected deliverables
- Master social networks and lead communities
- Carry out technological monitoring
- Create and manage content on the web

#### Digital marketing

- Carry out a SWOT
- Analyze statistics using Google Analytics
- Carry out email campaigns to develop the brand and trigger product purchases
- Write articles and produce content on the web to engage the audience and strengthen brand awareness

### Work experience

#### Communication officer | Social media manager 9 years

<u>  Château de Puydaniel</u>	<u>  Laines Paysannes</u>	<u>  Ifrass</u>	<u>  Autantyk</u>
AVR 2025	JANV. 2023	AOUT 2021	MARS 2017
A ce jour (volunteer)	OCT. 2023	AVRIL 2022	JUIN 2017
<u>  TEDxSaclay</u>	<u>  TEDxOrléans</u>	<u>  Mariage-original.com</u>	
JUIN 2020	SEPT 2015	JANV 2017	
SEPT 2022	JUIL 2019	MARS 2017	

#### PCR Scientific Programme Coordinator for LIVE demo. 6 months

| Europa Group  
| FEBR. 2020  
| JULY 2020

#### Technical communication officer | Project manager | Internal Auditor 20 years

| Maquet SAS (Getinge)  
| JUNE 1997  
| NOV. 2017

#### Bilingual Executive Assistant 8 years

<u>  C.I.D.E. 45</u>	<u>  McKey Food Services</u>	<u>  A.M.T. transports</u>
1989   1990	1991   1993	1993   1997