

Mélotie Delvaux

Born on 28 December 1990

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Work experiences

October 2012 to September 2014: Université Libre de Bruxelles (ULB):

- Assisting the Head of the Cultural Department;
- Overseeing the library daily running activities;
- Supervising study place for students;
- Helping in administrative work at the Department at the Campus Community at the ULB;
- Teaching mathematics.

2010 to 2012: Clinique du Parc Léopold (Brussels):

- Invoicing department;
- Archive department.

Internships

Mid-October 2014 to Mid-February 2015:

- Assisting the Management team at the Malaysia Canada Business Council (Kuala Lumpur, Malaysia).

January to May 2013:

- Consulting in Human Resources at Baxter (Lessines, Belgium): Evaluation of Job Days.

Education

September 2013 to September 2014:

- Master in Management (English) at the Vrije Universiteit Brussel (VUB): Faculty of Solvay Business School.

September 2011 to September 2013:

- Master in Human Resources Management (French) at the Université Libre de Bruxelles (ULB).

September 2008 to September 2011:

- Bachelor in Human and Social Sciences at the ULB.

Languages/Skills

French: Mother tongue.

English: Proficient.

Dutch: Basic knowledge.

Accounting;

Communication;

Events organization and projects management;

Human Resources;

Marketing;

Payroll;

Research;

Sponsorship;

Team work;

Team management;

MS Office Suite: Proficient.

Miscellaneous

March 2012 to September 2013:

- Active member of AIESEC ULB: Team building organization, President of the event Job Day Futura 2013 and team leader for the outgoing exchange department.

Driving license.