

ABOUT ME

I am currently seeking a **permanent position** in the field of **Human Resources**, where I can apply my skills in talent management, training, and HR project management.

SKILLS AND CERTIFICATIONS

- TOEIC: 915/990
- TOSA Excel Certification: 740/1000
- Proficient in Workday
- Proficient in Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Training, Career and Talent Management Officer – Amadeus
Since September 2025

- Updated and improved HR communication materials to ensure consistent and aligned messaging across the organization.
- Organized nomination sessions for over 60 senior executives.
- Produced dashboards and KPI reports using Workday and Microsoft Excel (e.g., completion rates of performance reviews, nomination outcomes).
- Conducted benchmarking of other companies’ training practices and offerings, and provided actionable recommendations.
- Documented and updated HR processes, improving clarity, governance, and onboarding efficiency (e.g., Training Newsletter).
- Coordinated soft skills training sessions with an external provider (interpersonal communication, assertiveness, influence techniques, time management, facilitation skills).
- Co-organized the “Career Day” as part of Career Week, welcoming approximately 200 employees.

Recruitment Officer – Altim
September 2024 – August 2025

- Managed the full recruitment process end-to-end: drafting and posting job advertisements, sourcing candidates through job boards and professional networks, conducting interviews, monitoring candidate progress, preparing contracts, and handling administrative files.
- Developed and engaged the talent pool by tracking and reporting recruitment metrics, while strengthening employer branding through publications on LinkedIn and Instagram.
- Actively participated in school relations initiatives (career fairs, job dating events) and supported cross-functional HR projects.

EDUCATION

Master’s Degree in Human Resources (Master’s level / Bac +5)
EMLV
September 2024 – July 2026

- Coursework in Labour Law, Talent Management, Finance, Training Engineering, CSR (Corporate Social Responsibility), and Digital Learning.
- Designed and developed a virtual reality training program for MC2I as part of a “Digital Learning” project.

Master in Management – Grande École Program
ESSCA
September 2021 – July 2024

- Courses in Marketing, Management, Economics, Finance, Business Law, and Languages.
- Fully English-taught program from the third year onward.
- Exchange semester at the University of Málaga (Spain), from January to May 2024.

High School Diploma (Baccalauréat) – Lycée
Lycée Marcelin Berthelot
September 2018 – July 2021

- High School Diploma (Baccalauréat), with honors (“Bien”)
- Specializations: Humanities, Literature and Philosophy; English Language, Literature and Culture
- Additional courses: Law and Contemporary Global Issues; Latin