

MAËLI FERNANDEZ

Event Coordinator | Event Project Assistant

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Work authorisation: applying for the Singapore Work Holiday Pass (self-sponsored, 6 months, no employer sponsorship required) — available from January 2027

PROFILE

Event project assistant with hands-on experience across the full event cycle: client brief, venue and supplier sourcing, proposal building, on-site delivery. Currently supporting an event project manager at a French agency, responding to client briefs and building end-to-end event proposals for corporate clients. Master's in Communication, Marketing & Events (INSEEC Lyon). Native French, professional English, eight months lived in the United States. Comfortable on site and under pressure.

PROFESSIONAL EXPERIENCE

Event Project Assistant (Intern) | Léon Event, Annecy, France | July – December 2026

Corporate event agency, French Alps

- Support the event project manager across the full project cycle, from brief to on-site delivery.
- Build event proposals against client briefs: source venues, hotels, activities and suppliers, and compare options on cost, capacity and logistics.
- Produce client-facing proposal decks; integrate client feedback and revise through to sign-off.
- Liaise with suppliers and internal teams to keep timelines and budgets on track.

Customer Relations & E-commerce Assistant (Apprenticeship) | Greenweez, Saint-Jorioz, France | Sept 2024 – [FIN]

Leading French e-commerce retailer for organic and eco-friendly products

- Coordinated between internal teams to keep order and delivery operations running smoothly.
- Resolved urgent and unplanned issues at speed, in a high-volume service environment.
- Managed customer relationships for a demanding online customer base.

Logistics Manager | “Pour Faire Court” Short Film Festival (9th edition), Lyon | Oct 2025 – April 2026

Student-led festival produced as part of the INSEEC master's programme

- Owned end-to-end logistics for a one-night festival: venue booking, equipment, suppliers and full run-of-show planning.
- Managed a €5,000 budget from planning through to reconciliation.
- Led a team of 10 volunteers on show day: briefing, role allocation and real-time problem solving.
- Hosted 100 attendees, guests and speakers on site.

Communications Manager (Volunteer) | INITEA, Paris | Oct 2025 – Jan 2026

- Planned and delivered communications around the association's events.
- Ran social media channels and produced promotional content.

Department Manager (Apprenticeship) | Décor Discount, Seynod, France | Sept 2021 – Sept 2022

- Ran in-store commercial operations and coordinated a small team.

EVENT VOLUNTEERING

- Annecy International Animation Film Festival — 2024. General event crew at the world's largest animation festival.
- Annecy Marathon — 2026: podium operations and prize-giving. 2025: course marshalling.

EDUCATION

Master's, Communication, Marketing, Events & Public Relations | INSEEC, Lyon | 2024 – 2026

Academic year in the United States | [ÉCOLE / ÉTAT] | 2022 – 2023

Bachelor's, Marketing, Sales & Negotiation | IPAC, Annecy | 2021 – 2022

Two-year higher diploma, Retail & Business Management (BTS MCO) | IPAC, Annecy | 2019 – 2021

SKILLS, TOOLS & LANGUAGES

Events: end-to-end logistics, venue and supplier sourcing, brief response and proposal building, budget tracking, on-site coordination, volunteer team management, crisis handling

Communication: social media, content creation, client relations, event promotion

Tools: InDesign, Photoshop, Illustrator, Canva, Notion, PowerPoint, Excel

Languages: French (native) · English (professional working proficiency — EF B2 certificate, eight months in the United States)