

Mélanie Gotti

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Summary

Smart student studying in academic discipline and looking for related experience. Willing to listen and learn and excited to contribute in real-world environment to help find practical, actionable solutions for current needs.

Skills

- Verbal and written communication
- Complex Problem-Solving
- Organization
- Multi-Line Phone Systems
- Customer Service
- Copywriting
- SEO
- Event Planning

Experience

EXAMINATION SECRETARY | 12/2023 - Current

Le Mans University - Le Mans, France

- Exam proctoring for disabled students.
- Boosted subject matter comprehension with improved image description and reading assistance.
- Writing the exam under the student's dictation.

REMOTE SURVEILLANCE OPERATOR | 06/2024 - 08/2024

Nexecur - Coulaines, France

- Management of incoming calls and customer support.
- Assisted law enforcement personnel with investigations by providing them with relevant footage from surveillance cameras.
- Responded promptly to requests for additional information regarding a particular incident or event captured on camera.
- Coordinated with other departments within the company to ensure that proper protocols are being followed when it comes to security measures.

INTERNATIONAL PARTNERSHIP OFFICER | 02/2023 - 05/2023

Watoosee - Villetaneuse, France

- Negotiated and established mutually beneficial relationships by finalizing contracts with selected partners in Africa and the Middle-East.
- Created a comprehensive marketing plan and implemented media strategy.
- Developed the company's website, activity pages, and blog content.

SPANISH TUTOR | 09/2022 - 02/2023

Le Mans University - Le Mans, France

- Assisted Spanish-speaking students in developing their conversational and written language skills in Spanish.
- Developed and implemented age-appropriate, culturally relevant activities to engage students in learning Spanish.
- Conducted group activities to foster cooperative learning among students while teaching them the basics of the

Spanish language.

- Collaborated with other teachers, school administrators, parents. regarding best practices for teaching Spanish language classes.

Education and Training

Le Mans University - Le Mans, France | Master's Degree

Foreign Languages Applied To International Trade, Expected in 09/2025

- Business English and Spanish courses
- Marketing
- Management Sciences
- Accounting
- International Trade
- Management

Le Mans University - Le Mans, France | Bachelor of Foreign Languages Applied To International Trade

06/2023

- Business English and Spanish courses
- Marketing
- Management Sciences
- Accounting
- International Trade

University Of Luxemburg - Belval, Luxemburg | Bachelor of Law

Transnational Law, 06/2020

Assomption - Briey, France | High School Diploma

07/2018

Languages

French: First Language

English: C1
 Advanced (C1)

Spanish: C1
 Advanced (C1)

Italian: B2
 Upper Intermediate (B2)

References

References available upon request.