



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

- I am passionate about TED & TEDx conferences
- 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 8 years

| Laines Paysannes

| JAN. 2023
| OCT. 2023

| Ifrass

| AUG. 2021
| APRIL 2022

| Autantyk

| MARCH 2017
| JUNE 2017

| TEDxSaclay

| JUNE 2020
| SEPT 2022

| TEDxOrléans

| SEPT 2015
| JULY 2019

| Mariage-original.com

| JAN. 2017
| MARCH 2017

● PCR Scientific Programme Coordinator for LIVE demo. 6 months

| Europa Group

| FEBR. 2020
| JULY 2020

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

| Maquet SAS (Getinge)

| JUNE 1997
| NOV. 2017

● Bilingual Executive Assistant 8 years

| C.I.D.E. 45
| 1989 | 1990

| McKey Food Services
| 1991 | 1993

| A.M.T. transports
| 1993 | 1997