

## Claire MARGOLIS

Self-motivated, creative and enthusiastic individual with recognized intercultural and interpersonal skills. With 3 years of experience, I am looking for a position as a project manager or in a coordination role as well as a position as a communication specialist.

Ben Gurion 181, Ramat Gan  
054 4988090  
margolisclaire@gmail.com  
23 march 1987- Single

### EDUCATION

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- 2009-2010**      **MA degree in Communication and Public Relations**, Cergy-Pontoise University
- 2008-2009**      **MA degree in French Literature and Teaching**, Paris IV Sorbonne University
- 2007-2008**      **BA degree in Literature and Teaching**, Paris IV Sorbonne University  
(3 months in the Jerusalem Hebrew University in Student Exchange Program)

### PROFESSIONAL EXPERIENCE

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**2013-present**      **Communication & Human Resources Specialist, Open Sourcing, Tel Aviv**

- B to B marketing and sales management
- Creation of a client's database and development of the current relations of the agency
- Customer's support: processing their needs according to company's services and products
- In charge of recruitment process: writing and broadcasting job offers, researching and reviewing resumes on professional social networks
- Interviewing applicants and follow up until hired

**2011-2013**      **Communication & Public Relations Specialist, Cergy-Pontoise University, France**

- Implemented and coordinated events (cultural, sport, seminars, conferences)
- Defined action plans and goals, negotiated partnerships, managed budget
- Managed team up to 35 employees
- Managed student communications (16-25 yo): implemented communication plans, press reviews and newsletters, updated press releases and websites, developed social media content (Facebook & Twitter) and handled media relations
- Created and coordinated public relations plans, developed partnerships with well-known companies, developed university marketing

**2010-2013**      **Editor of magazine Le Billet Vert, SOA's Handball Club** (volunteer work-40 hrs/m)

- Edited articles and players' interviews
- Updated website and developed social media content (Facebook & Twitter)
- Sponsors' research and development

**2010-2011**      **Communication & Public Relations Specialist, Cinemas' Association / Vaureal City Hall France**

- Implemented events / Organized communication campaign for arts and crafts
- Wrote press releases, promoted events, updated websites and social networks (Facebook & Twitter)
- Managed press relations
- Managed budget up to 25000 NIS, managed team up to 15 employees

### ADDITIONAL SKILLS

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- Languages: Fluent in English, Hebrew, and French (mother tongue)
- Proficient in MS Office, Photoshop and Indesign