

Laurence BRIFFA

TEAM & PROJECT ASSISTANT

CONTACT

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KNOW - HOW

- Good organisation skills
- Internal/External communication
- Management & Teams support
- Interface between different actors
- Customer satisfaction
- English proficiency, C1

SOFT-SKILLS

- Good interpersonal skills
- Capacity to federate
- Initiative and team spirit
- Pragmatism
- Responsiveness

COMPUTING SKILLS

- MS Office, Oracle, SAP
- Canva, Concur, SharePoint, Slack, Teams, Trello, WordPress
- Outlook, Zimbra

EDUCATION

- **Communication & Leadership**
Dale Carnegie Institute, Sophia Antipolis, France, 01->03/2015
Personal development
- **Team Leading Skills for front line managers**
Irish Management Institute, Dublin, Ireland, 01/2000
Team Management & Recruitment technics. Team Leader level
- **Executive Assistant Diploma, English Business**
CCI Avignon, France, 01->04/1996
Professional training

REFERENCES

- Advanced Medical Optics, Allergan France & Allergan Ltd Ireland, Amadeus, European Society of Cardiology, Inria, QuantifiCare, Thales Alenia Space

INTERESTS

- **Sports:** cardio training, mountain biking
- **Interest:** cooking, photographing, traveling (*A 6 years-stay in Ireland*)
- **Volunteering:** Eco-citizen initiatives around sustainable development & daily mobility

Flexible, I've been able to adapt quickly to various positions and responsibilities, in cutting-edge sectors. Within your organisation, I provide support to your multidisciplinary and multicultural teams, and act as the administrative link with your customers and suppliers. My interpersonal skills help bringing teams together and achieving the company's objectives. I'd like to enhance these skills within a growing structure. Contact me to talk about it.

+ info: www.laurence-briffa.fr/executive-assistant



➔ + 20 years in international contexts

PROFESSIONAL SKILLS

Administrative – Sales & Marketing Supports

Assist Directors, Managers and Teams: researchers, salespeople, engineers, students:

- **Manage agendas, meetings, mission orders,** expenses reports, write minutes
- **Help with management:** budgetary, financial, and contractual (HR)
- **Coordinate purchases,** placing and follow orders with suppliers, customers
- **Create marketing materials,** forecasts on spreadsheets and graphics
- **Analyse sales promotion, coordinate** promotional activities
- **Create statistics and questionnaires;** present results

Animation – Communication – Event

- **Receive, filter, dispatch phone calls, and international emails**
- **Organise event logistics:** forum, exhibition, seminar, round table, team building
- **Manage online editorial content:** running pages and groups on professional networks, co-edit internal newsletter
- **Create photo and video reports** and post them online
- **Design and translate bilingual** French/English documents
- **Write half-yearly and annual activity reports** (French/English)

EXPERIENCES

Customer Service – Coordination – Marketing – Sales support (10 years)

- **2022: Customer service Representative, key account customers, EMEA, flavouring sector**
MANE, Bar/Loup - Flavours and perfumes manufacturer
- **2021-2022: Customer Relationship Officer, France & Export,** natural flavouring factory, **IFF**, Le Cannet
- **2006-2007: Customers Sales & Management support, Export**
THALES UNDERWATER SYSTEMS, Sophia Antipolis - Electronic sonar supplier
- **2005: Sales Analysis Coordinator for Botox® & Marketing support, Export, EAME**
ALLERGAN France, Sophia Antipolis – Pharmaceutical laboratory
- **2003-2004: Bilingual Administrative & Sales Support France/Export**
INTEGRA NEUROSCIENCES, Sophia Antipolis – Neurosurgical laboratory
- **1997-2003, six years in Ireland:**
 - **1999-2003: Team Leader for the French Surgical Dept.** (4 people)
 - **1997-1998: Tele-sales Representative, Contactology Dept.**
- ALLERGAN Pharmaceuticals Ltd & A.M.O., Dublin (IE)** – Pharmaceutical Laboratory in ophthalmology

Executive and project Assistant – Teams support – French/English (10 years)

- **2024: Office Manager at the Headquarter (99 pers.), QuantifiCare** 2D/3D imaging systems, Sophia
- **2022-2023: Team & Project Assistant, 4 teams (70 pers.), Thales DMS** sonars area, Sophia Antipolis
- **2017-2019: Bilingual Teams Research Assistant (50 pers./20 nationalities)**
INRIA, Sophia Antipolis – Public Institute for Digital Scientific Research
- **2014-2017: Bilingual Personal Assistant & Teams Assistant: 4 teams of 15 à 75 people**
Directions of: General Services, Site Director, Telecoms satellite Operations Director & Legal VP
- THALES ALENIA SPACE**, Cannes & Toulouse – Spatial industry
- **2007-2008: Scientific Program Assistant, annual congresses service**
EUROPEAN SOCIETY OF CARDIOLOGY, Sophia Antipolis – European congresses organisation in cardiology
- **2006: Personal & Projects Assistant, bilingual French/English**
PLAN BLEU, Sophia Antipolis – Mediterranean United Nations Environment Programme (UNEP)

Sustainable Mobility Consulting

(6 years as professional, 18 years as volunteer)

- **2011-2013: Sustainable mobility Consultant: Green Code Agency,** freelance: 'Green Code Forum organisation' (130 visitors)
- **2008-2011: Eco-mobility Project Manager, Amadeus,** 'Sophia Mobil'
- **Since 2012: Transports & Mobility VP,** Conseil de Développement de la Communauté d'Agglomération Sophia Antipolis
- **Since 2008: President of TraViSA association:** Work and Live at Sophia Antipolis: How to better commute daily?

Animation, Communication, Event

- **2016: Animation, Communication & Event Officer**
Telecom Valley, Sophia Antipolis – Digital facilitator on the French Riviera