

EBOUA MOUTO

ALEXANDRA

COMMUNICATION ASSISTANT
JUNIOR
OCTOBRE 2024

With a strong interest in digital communication and sports marketing, I'm looking for experience in these fields to share my knowledge and acquire new skills in an environment I'm passionate about.



PROFESSIONAL EXPERIENCES

Community Manager (Reims)



CHAMPAGNE BASKET - FRENCH DIVISION 2 BASKETBALL TEAM
AUGUST 2023 - SEPTEMBRE 2024

- Management of the club's digital communications (social networks and website)

Assistant Project Manager Sports Organizations (Paris)



FRENCH FEDERATION OF TRACK AND FIELD
APRIL 2022 - AUGUST 2022

- Preparation and implementation of 5 French Championships (Protocol Manager, Contractor Management)
- Preparation and implementation of the Paris Diamond League Meeting (Sustainable Development Manager, Assistant in charge of transport and accommodation)

Assistant Hospitality Manager (Cameroon)



AFRICAN FOOTBALL CONFEDERATION - AFCON 2021
DECEMBRE 2021 - FEBRUARY 2022

- Management of a ministerial delegation
- Follow-up of hospitality package and service providers (AFCON VIP box, goodies, transport, accommodation, etc.)

Administrative assistant and integration officer (Paris)



APELS - AGENCY FOR EDUCATION THROUGH SPORT
MARCH 2021 - AUGUST 2021

- Administrative support for some twenty young athletes in their career transition
- Soliciting public and private partners. And drawing up reports on the actions carried out.

FORMATION

Bachelor in Business Administration, Double degree
(2022-2023) **MURRAY STATE UNIVERSITY**

Bachelor in Business Administration
(2019-2023) **EMLYON BUSINESS SCHOOL FRANCE**

**Bachelor Marketing & Digital communication
Specialization Sport industries**
(2021-2022) **DOUBLE DEGREE ECOLE W FRANCE**

Master Sports Management School
(2023-2024) **SPORT MANAGEMENT SCHOOL FRANCE**

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SKILLS

- English C1
- Project planning and management
- Service provider management and quotation negotiation
- Prospecting and benchmarking
- Development, implementation and monitoring of digital strategies

SOFT SKILLS

- Organized
- Applied
- Dynamic
- Curious
- Good team spirit

OTHERS

- Office Pack (Excel Advanced, Powerpoint, Word...)
- Adobe Suite (Première Pro, Adobe Audition)
- Web Design: Canva