



Faustine Maniez

Expert Marketing & Communications

FR-NL-EN-IT-SP-DE

Work Experience

- 05/20-06/20 **Volunteer Marketing Strategy Specialist**
GET UP AND GO COLUMBIA
> Designing the NGO's 1st marketing strategy
> Generating innovative ideas to promote our brand and products
> Addressing advertising and partnership needs
> Liaising with internal teams and ensure brand consistency
- 10/2019-05/2020 **Volunteer Translator and Project Manager**
UNITED NATIONS VOLUNTEER
English to French website translation project, International Support Network for African Development (ISNAD-Africa) website
- 04/2019-10/2019 **Digital Project Manager HR (Marketing & Communication)**
BPOST
> Responsible for generating and acquiring traffic
> Responsible for the digital customer experience of candidates
> Responsible for monitoring the HR digital roadmap
> Coordination and alignment with internal and external stakeholders
- 07/2018-03/2019 **Digital Marketing and Communications Project Leader**
SATELLIC NV, Zaventem
Created and managed the project of creating a new website
> Set up project plan and execution,
> Give clear directions and instructions to 3 parties involved,
> Carry out constant evaluation and adjustments
- 07/2016-07/2018 **Communications & Marketing Executive and Data Privacy Executive (NL, EN, FR, DE)**
SATELLIC NV, Zaventem
> Digital marketing and Internal communications (newsletters)
> Management of a multi-lingual website and social media accounts: content creation, translation and copywriting
> Event organisation skills (team events, Business Partners events)
> Drafting/Copywriting/Translating legal documents

CONTACT DETAILS

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1190 Forest (Belgium)
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French, 31/08/1989

SPECIALTIES

Digital marketing
Content writing & creation
Copywriting & Editing
Communications
Social media marketing
E-mail marketing
Project management

PERSONAL SKILLS

Enthusiast & proactive
Dedicated
Creative
Problem solver
Eye for detail
Critical & strategic thinker
Ability to work independently
Team player with excellent interpersonal skills

- 09/2015 – **Social Media and Customer Service Officer with French, Dutch, English and German**
 07/2016 THALYS INTERNATIONAL, Brussels
 > Translation and copywriting of press releases
 > Social media management
- 06/2015 – **Debt collection officer French & Dutch**
 09/2015 TCM BELGIUM, Leuven
- 06/2014 – **Translation Project Manager/Copywriter/Translator**
 05/2015 ISSA B.V.B.A., Leuven
 > Account & project management (own client portfolio)
- 10/2013 – **Internship in communication, translation and journalism**
 04/2014 INTERNATIONAL JUVENILE JUSTICE OBSERVATORY,
 Salamanca (Spain)
 > Plan events with collaborators of various NGOs (conferences)
 > Produce statements (articles, speeches, publications and reports)
- 03/2013 **Translator Internship**
 GIMUN Annual Conference, Geneva (Switzerland)
 > Translation of position papers and resolutions

Education

- 2010 – 2013 **Master's Degree in Multidisciplinary Translation** (magna cum laude), ISTI
(Institut supérieur de Traducteurs et Interprètes), Brussels
- 2007 – 2010 **Bachelor's Degree in Translation**, ISTI *(Institut supérieur de Traducteurs et Interprètes)*, Brussels (6 months Erasmus at the University of Heidelberg, Germany)

Certifications:

- 2020 **Google Digital Atelier – Online Marketing Certificatie** (in Dutch)
- 2020 **Community manager and Webmarketer** – Bruxelles Formation
- 2019 **Company & People Management** – Bruxelles Formation
- 2019 **Leadership Course** – Dale Carnegie
- 2018 **Digital Strategy course** – Vlerick Business school, Brussels
- 2018 **Intensive Spanish course**
- 2017 **Marketing course** (in Dutch) – Centrum voor Avondonderwijs, Leuven
- 2016 **ITNA - Interuniversitaire Taaltest Nederlands voor Anderstaligen**
- 2014-2017 **Intensive Dutch course**, ACE Groep T, Leuven

Languages FRENCH (native), ENGLISH, DUTCH, SPANISH, ITALIAN and GERMAN

Computer skills

Google Analytics, Piwik(analytics), Mailchimp, Eventzilla,
 Content management systems (CMS): Salesforce, Drupal,
 Social media management tools Engagor and Hootsuite,
 Graphic design basics
 CAT tools (Trados, Wordfast, SDL Studio 2009, DéjàVu, MultiTerm)
 Internal reporting and management tools: HPSM, JIRA, Calidocs, Asana
 Windows and Adobe suite