

PERSONAL INFORMATION



Laurence Castaigne

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Nationality Belgian

STUDIES APPLIED FOR

European Interdisciplinary Studies - Natolin campus

WORK EXPERIENCE

Oct 2017–Present

Robert Schuman Trainee

European Parliament Liaison Office in Ireland, Dublin, Éire/Ireland

- Press activities including news monitoring and reporting;
- Social media management;
- Events organisation assistance;
- Promotion of European Parliament activities esp. in schools and universities;
- Minutes of political meetings/debates;
- Website content editing.

1 Jun 2017–30 Jun 2017

Sales Assistant

Decathlon Belgium, Wavre (Belgium)

Decathlon is the largest sporting goods retailer in the world. Decathlon counts more than 1000 stores globally located, including 26 stores in Belgium.

- Customer service i.e. assistance with product selections and purchases as well as dealing with complaints and items returning.
- Daily department tasks including merchandise displays, remerchandising, pricing markdowns and inventory control.

Jan 2017–Mar 2017

Intern within HR Sales & Marketing Europe team

AB InBev, Leuven (Belgium)

AB InBev is the world's largest brewing company. Its headquarters are located in Leuven (Belgium) where I completed my internship. AB InBev's brand portfolio included highly popular beer and soft-drink brands among which Budweiser, Corona and Stella Artois.

Duties as an intern within the HR Sales & Marketing Europe team:

- Interns recruitment process management;
- Benchmarking research;
- Promotion of AB InBev graduate programmes.

1 Jul 2015–1 Jul 2015

Project Coordinator (Voluntary work)

Erasmus Student Network (ESN), Louvain-la-Neuve (Belgium)

ESN is a non-profit international student organisation presents in more than 900 Higher Education

Institutions from 40 countries.

ESN roles include:

- working to improve the social and practical integration of international students;
- representing the needs and rights of international students on the local, national, and international level;
- providing relevant information about mobility programmes
- motivates students to study abroad;
- working with the reintegration of homecoming students;
- contributing to the improvement and accessibility of student mobility.

Duties as Project Coordinator within ESN Louvain-la-Neuve:

- Welcoming of incoming exchange students;
- French teaching to incoming exchange students;
- Organisation of activities around the topic of language learning;
- Team (5 people) coordinating.

20 Jun 2015–5 Jul 2015

Communications & Media Officer (voluntary work)

Hockey World League Antwerp 2015, Brasschaat (Belgium)

Volunteering at Hockey World League Antwerp, a two-week International field hockey tournament qualifying for Rio 2016 Olympics.

- Articles and match reports writing for website and tournament daily newsletter;
- Press articles translation ;
- Players and officials interviewing (e.g. French player Martin Zimmerman's interview: www.youtube.com/watch?v=ZvVqBqYhhAA).

Tournament's official Facebook page: <https://www.facebook.com/HockeyWLAntwerp/>

Tournament's YouTube channel: <https://www.youtube.com/channel/UCq3j1xP3Hzq9xN-LrkCRQlg>

2 Jul 2012–13 Jul 2012

Administrative worker

GlaxoSmithKline, Wavre (Belgium)

Two-week student job during summers 2011 to 2015.

- Various clerical duties including data encoding, documents archiving, regular post collecting and distributing.

EDUCATION AND TRAINING

Jul 2017–Aug 2017

Language stay

Inhispania, Madrid (Spain)

- Intensive Spanish classes

Sep 2015–Jun 2017

Master's degree in Multilingual Business Communications

EQF level 7

Université catholique de Louvain, Louvain-la-Neuve (Belgium)

- Major in English and Dutch;
- Excellent understanding of the economic, legal, social and political aspects of those countries where Dutch and English are spoken;
- Hands-on experience provided by a three-month full-time internship in a Dutch-speaking environment.
- Dissertation : 'Attitudes and perceptions of exchange students towards the use of English as a Lingua Franca. A case study on Université catholique de Louvain and Trinity College Dublin exchange students.'
- *Magna cum laude.*

Sep 2016–Dec 2016 **Erasmus+ exchange** EQF level 7

Trinity College Dublin, Dublin, Éire/Ireland

- Courses related to Sociology as well as Irish Politics/History of Art attended

Sep 2012–Jun 2015 **Bachelor's degree in Communications** EQF level 6

Université catholique de Louvain, Louvain-la-Neuve (Belgium)

- Thorough knowledge in the fields of Human and Social Sciences;
- Introduction to research methods and issues related to the main fields of Information and Communication;
- In-depth learning of speaking as well as writing forms and techniques.
- *Cum laude.*

May 2012–Aug 2012 **Language stay**

Inhispania, Madrid (Spain)

- Intensive Spanish classes
- DELE level B1 obtained

Sep 2011–Mar 2012 **Language stay**

Bell International School, Cambridge (United Kingdom)

- Intensive English classes
- CAE obtained

Sep 2006–Jun 2011 **General secondary school**

Collège du Christ-Roi, Ottignies (Belgium)

- General secondary education with intensive Dutch language programme (14 hours/week)

PERSONAL SKILLS

Mother tongue(s) French

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Cambridge Advanced Certificate (CAE)					
Dutch	C1	C1	C1	B2	B2
Spanish	B2	B2	B2	B2	B2

	Diploma de Español como Lengua Extranjera (DELE), nivel B1				
Russian	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Ability to communicate clearly and efficiently in an international/multilingual work environment gained through my academic path and multiple stays abroad.

Organisational / managerial skills

- Good organisational skills developed through my experience as a project coordinator within the international student organisation Erasmus Student Network Louvain-la-Neuve.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Basic user	Independent user	Independent user

Digital skills - Self-assessment grid

- Good command of office suite including PowerPoint, Excel, Word and MS Office.
- Good command of social networks such as Facebook, Flickr and 500px.

Driving licence

B

ADDITIONAL INFORMATION

Personal

- Semi-professional photographer
- Keen sportswoman : field hockey, football, tennis and Gaelic sports.
- Travelling enthusiast