

Mathilde Beaudet

mathildebeaudet2@orange.fr | +33(0)615 715 631 | Le Moulin aux Malades, 27130 Verneuil sur Avre

Work Experience

Capitol Hill Fellow

Congresswoman Ileana Ros-Lehtinen, U.S Congress

Jan. 2016 - May 2016

Washington, D.C., USA

- Attended hearings and briefings weekly on the Hill, and synthesized information in memos for staffers
- Led Capitol Tours for constituents, answered the phones and responded to emails regarding their concerns
- Drafted remarks and correspondences on behalf of the Congresswoman
- Composed research papers for the foreign affairs staffers on current events
- Simultaneously participated in the Washington Center's Politics and Public Policy professional track

Public Affairs Intern

Consulate General of France

Oct. 2015 - Dec. 2015

Miami, FL, USA

- Drafted two diplomatic notes about candidate Marco Rubio and the Floridian relationships with Cuba
- Prepared 15 biographies accompanied with photos for the French Legion of Honor Ceremony with veterans of WWII
- Organized logistics for the French Miami Weeks Opening Cocktail and the ceremony with the veterans
- Marketed communications strategy for the 30th anniversary of the Consulate on Facebook and Twitter
- Prepared daily press coverage after Paris terrorist attacks and organized 4 vigils in memory of the victims

Marketing and Communication Officer

American Chamber of Commerce in France

Feb. 2015 - Aug. 2015

Paris, France

- Created daily content for Facebook, Twitter and LinkedIn
- Maintained AmCham website
- Created 6 monthly newsletters, 2 marketing brochures, 5 application forms, powerpoints and templates
- Produced 2 press releases, a press conference, a press book, and organized meetings with journalists
- Coordinated major events including Women's Week, Summer Party, Coms Clubs. Looked for locations and sponsors, prepared the invitations and the agenda, attended the events and drafted minutes

Officer Charged of Territory Planning

Fort de France prefecture

Jul. 2013 - Aug. 2013

Martinique, France

- Presented briefing notes on projects linked to the development of the city of Saint Pierre (North Caribbean)
- Attended local meetings to allocate funds received from Europe and composed memos for the prefecture

Volunteer for the Communication section

Alliance Française

Mar. 2016 - May 2016

Washington, D.C., USA

- Set up a global communication strategy and strengthened social media's impact

Public Relations Officer

Sorbonne Communication Association, La Sorbonne

Sep. 2014 - Dec. 2015

Paris, France

- Redeveloped website and set up partnerships and press opportunities for the association
- Organized a conference about the role of the media with five high level professional leaders and 80 participants in La Sorbonne

Volunteer for the Culture section

Barge For The Homeless « Restos du Cœur »

Sep. 2012 - Jan. 2013

Paris, France

- Coordinated a cultural visit to the Palais de la Découverte Museum with 10 homeless people
- Helped the evening meal distribution and redeveloped the library

Education

Master Degree in Political Sciences, focusing on Communication with Honors

University of Paris I Panthéon Sorbonne

Dec. 2015

Paris, France

- Wrote an analytical essay on the ambiguity of the French First Lady's role (60 pages with Honors)
- Produced an analytical essay on the UN Women Campaign HeForShe (80 pages with Honors)
- Developed, implemented and managed a mock political campaign for a French congressman with 6 fellow students

Bachelor Degree in History with Honors

University of Paris IV-La Sorbonne

Jun. 2013

Paris, France

Intensive Preparatory Program for Top Schools

Lakanal School

Sept. 2010 - Jun. 2012

Sceaux, France

Professional Skills and Achievements

Languages: French | English *Full professional proficiency* | Spanish *Limited professional proficiency*

IT Skills : Microsoft Office | Publisher | Adobe Acrobat | Photoshop | Website Back Office Management | Mailchimp | Social Media | Microsoft Dynamics

The French American Fund Scholarship: First student selected to attend Congressional and Academic Fellowship Program in Washington D.C.