



ALEXANDRA LEJEUNE

alexandra.lejeuneblc@hotmail.fr

EVENT MANAGER

Thanks to a strong sense of organization, I have had the opportunity to evolve for over 17 years in the events industry, across various sectors. Through all my experiences, I have learned to adapt, handle the unexpected, work with diverse budgets, manage a team, and meet the highest standards.

Passionate and never counting my hours, the solid combination of my high level of dedication and my unwavering smile makes me a colleague who is pleasant to work with, in complete trust.

INFOS

7 Avenue de la Gare
91570 Bièvres
+33 6 34 42 72 09

Born in Brazil 12-18-1983
French Nationality

Motorcycle License
Driver's License

LANGUAGES

- French – Native
- English – Fluent
- Spanish – Basic knowledge
- Russian – Basic knowledge
- Portuguese - currently learning

SKILLS

- Excellent interpersonal skills
- Strong attention to detail
- Fast learner
- Highly adaptable
- Unwavering positivity
- Passion for work

DIGITAL & TECHNICAL

- Expert knowledge of Microsoft Office Suite
- Advanced proficiency in Photoshop
- Experience in social media management and visual content creation

* Management of Pavilions INTERNATIONAL *

2024 – Present

- **Conception, design and organization** of French and American pavilions at international trade shows: ADAS (Philippines), Future Forces (Prague), LAAD (Brazil), SITDEF (Peru), DÉFEA (Greece)
- **Remote Coordination & On-site presence** to oversee logistics, installation, exhibitor support, liaising with organizers, tracking deadlines, budgets, and managing suppliers
- **Management of relations** with official delegations and coordination with embassies to organize strategic meetings
- **Organization of cocktails receptions & évént** during trade shows, including identifying high-ranking officials, government representatives, and key decision-makers
- **Pavilion design creation** and support for the design and creation of each individual stand
- **Management of media partners**

* Organization of Corporate Events * PARIS

2015 - Present

ALC Images (Funder, Freelance)

- Design and management of corporate events: seminars, conventions, galas, team-building activities
- Comprehensive event planning: venue sourcing, logistics, supplier coordination, and budget management
- Support for a diverse client base

* Organization of Corporate Events* MIAMI

2013 to 2015

USA (Luxury, Fashion, Cosmetics)

- Event Project Manager for Key Accounts (Dior, Cartier, Mont Blanc, Rado, etc.) in the United States
- Design and management of corporate events: seminars, conventions, galas, team-building activities
- Full-service event coordination: venue selection, decor, catering, entertainment, and VIP logistics

* Other Experiences *

- **2018 - Present:** Founder of **Bros & Bikes**, organizing events, trips, and activities in the motorcycle industry
- **2006 - Present:** Fashion and corporate **photographer**
- 10 years: **Journalist** / Production Manager / Reporter