



ALEXANDRA LEJEUNE

INTERNATIONAL EVENT MANAGER

Based in France – Available worldwide.

TRADE SHOWS & PAVILIONS | CORPORATE EVENTS | OFFICIAL DELEGATIONS | INTERNATIONAL PROJECTS



CONTACT

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LANGUAGES

French - Native
English - Fluent
Spanish - Basic knowledge
Russian - Basic knowledge
Portuguese - Currently learning

CORE EXPERTISE

- * Strategic planning & on-site operations
- * Institutional & stakeholder relations
- * Budgeting, negotiation & procurement
- * Team leadership & supplier coordination
- * VIP, client experience & hospitality
- * Live-event problem solving

DIGITAL & TECHNICAL

- * Microsoft Office Suite
- * Photo & video editing
- * Visual content creation
- * Digital communication & social media

ADDITIONAL INFORMATION

Motorcycle & Driver's License
Open to frequent international travel

Always ready for the next destination, project or unexpected challenge

PROFESSIONAL SUMMARY

International Event Manager with 17+ years of experience delivering complex events, trade shows and cross-border projects across Europe, the Americas and Asia. I manage projects end to end, from planning, budgets and supplier coordination to exhibitor management, on-site operations and post-event follow-up. My experience includes French and US pavilion management, official delegations, embassy relations and coordination with senior institutional and corporate stakeholders. Used to working across cultures and time zones, I bring a hands-on, solution-oriented approach, remain calm and effective when plans change, and always do it with a smile.

PROFESSIONAL EXPERIENCE

▲ US & French Pavilion Management

EUROPE, AMERICAS, ASIA | DEFENSE TRADE SHOWS



2024 - Present

Selected exhibitors: Airbus, Lockheed Martin, Naval Group, Dassault Aviation

- **End-to-end pavilion management:** coordination with show organizers, negotiation of pavilion location, exhibitor conditions, deadlines and operational requirements.
- **Exhibitor support and onboarding:** logistics, administration, shipping, badges, catalog forms and pre-show support.
- **Pavilion oversight and stand design:** layouts, visuals, stand builders, graphic teams and technical follow-up.
- **Budget and financial management:** supplier negotiation, exhibitor quotations, invoicing, payment follow-up and budget control.
- **Supplier coordination and on-site supervision:** construction, A/V, furniture, graphics and last-minute operational requests.
- **Embassy and official delegation liaison:** B2B meetings, guided visits and engagement with institutional stakeholders.
- **Reception and side-event organization:** concept, invitations, protocol, guest lists and hosting within the pavilion.
- **Media relations and visibility:** press partnerships, content coordination and social media contributions before, during and after the event.

▲ Corporate Event Management

FRANCE & INTERNATIONAL | CORPORATE & INSTITUTIONAL

ALC GLOBAL PROJECTS

2015 - Present

- **Event delivery:** concept, planning, venue sourcing, logistics, suppliers, budgets and on-site execution.
- **Event portfolio delivery:** seminars, conventions, product launches, galas, team-building activities and bespoke corporate experiences.
- **Team coordination:** leadership of multidisciplinary teams and external partners from briefing through delivery.
- **Client relationships:** long-term support, tailored recommendations and ongoing project development.

▲ Luxury & Brand Events – Miami

USA | LUXURY, FASHION, COSMETICS



2013 - 2015

- **Event Project Management for prestigious brands** such as Dior, Cartier, Montblanc, Rado.
- **Brand and corporate event delivery:** seminars, conventions, galas, retail activations and bespoke client events.
- **Premium guest and VIP experience:** venue selection, catering, entertainment, hospitality and high-touch service coordination.
- **Brand standards and image consistency:** ensuring every event detail reflected the client's identity, positioning and expectations.

▲ Other Experience

- 2018 - Present: **Founder, Bros & Bikes** – motorcycle event organization, trips and community activities.
- 2006 - Present: **Fashion, corporate & brand photography** under Alexandra "Cara".
- 2006 - 2010: **Journalist**, editorial production & field reporting in the United States for French media.
- 2005 - 2006: **Production Coordinator, Motors TV** – administrative and production support for internal teams, including scheduling, documentation and day-to-day coordination.