

INTERNSHIP in JAPAN

Maximilien NEVE de MEVERGNIES

27-02-1991 (26 years)

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EDUCATION

2016-2017: Master in International Business Management at ICHEC-BRUSSELS MANAGEMENT SCHOOL

2014-2016: Bachelor in Company Management at ICHEC-BRUSSELS MANAGEMENT SCHOOL

2011-2014: Bachelor in Hospitality Management at Hotel Management High School (ISGH) in Namur (Belgium)

2006-2011: College Don Bosco, Brussels. Option Economy and English

2010-2011: ISTI Interpreting School -Japanese

INTERNSHIP

- 02-06/2014** **Assistant Commercial Manager, Langley Fort Royal Hotel, Guadeloupe (France) :**
Duties: in charge of the monitoring extranet (booking, expedia), dealing with groups, receptionist, assistant HR
Skills: risk taking, leadership, project management, problem solving, detail consciousness, communication
- 02-05/2013** **Front Office Employee, Sandton Brussels Centre and Sandton Pillows, Brussels:**
Duties: check in/out procedure, bills registration, meet customer's needs, answer customer's queries
Skills: teamwork, initiative, resilience, flexibility, independence
- 01-02/2013** **Front Office Employee, Castle of Namur Hotel 4*, Belgium**
- 02-03/2012** **Food and Beverage Employee, Sofitel Hotel 5*, Brussels**

EXPERIENCE

- **2016-2017: Project Manager at TEDx for TEDx Zaventem Conference** at Parker Hotel Airport, Zaventem (Belgium)
Duties: hotels selection, session planning, sponsors research, logistic/signage/decoration/activities/catering/conference/speakers responsible.
Skills: strategic planning, team player, problem solving, negotiating, performance management effective communicator, crisis management.

- **2013-2017: Logistic and Manager Assistant on-site for High Level Financial Conferences (Eurofi, Nasdaq and Fintech) at EMCNET in:**
 Belgium, France, Italy, Luxembourg, Lithuania, Holland, Latvia, Slovakia, Malta and Estonia.
Duties: hostess management, carry out sessions, set up of the plenary room, dealing with high quality service, hotel staff and demanding participant, decoration, mounting & demounting of banners...
Skills: corporate sensitivity, empowerment, stress resilient, decisiveness, high quality focus, strategic planning aware of the financial word and issues.
- **2013-2016: Front/Back Office Employee in Sandton Pillows Brussels Hotel**
Duties: managing the sales, dealing with customers, service, inventory, duty manager
Skills: personal awareness, management control, quality focus, tenacity.

LANGUAGES

French: mother tongue

Dutch & English: comprehension and speaking

Spanish: advanced

Japanese: basic

SOFTWARE

Powerpoint, Excel, Word, Internet Explorer

Bob 50

Fidelio

Mindjet

HOBBIES

- Interest in Asian culture
- Climbing/Jogging/Fitness/Golf