

Curriculum Vitae of Laurent Biver

Personal Information

Surname / First name: BIVER, Laurent
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E-mail: laurentbiver@hotmail.com
Nationality: Belgian
Gender: Male
Date of birth: 10/08/1980

Work experience

Dates **01/03/2016 - 15/07/2018**
Occupation or position held: Residence Manager
Main activities and responsibilities: Managing the Team of the Ambassador's Residence, consisting of a butler, a housemaid, a housekeeper and a cook. Organising accommodation for official guests. Organising official and representational entertainments including lunches, dinners and receptions. Accountancy of the Residence, taking care and being in charge of all the valuable items belonging to the British Government. Liaising with different sections in the Embassy to allow them to use in the best way the Residence for representational functions.
Name and address of employer: British Embassy in Algiers, 03 Chemin Capitaine Hocine Slimane, Algiers
Type of business or sector: Protocol and representational customer service

Dates: **01/03/2015 →01/09/2018**
Occupation or position held: Freelance investigator
Main activities and responsibilities: Market research surveys about the cost of living for expatriates in Algiers.
Name and address of employer: Mercer, Tower Place West, London, UK
Type of business or sector: Consulting and Marketing

Dates: **01/03/2015 →01/03/2016**
Occupation or position held: Teacher
Main activities and responsibilities: English and French language teacher: 20h sessions within a private school with groups of ten students and private tutoring. Levels ranging from beginner to intermediate level students.
Name and address of employer: In-tuition school, Lot Zergoug, Villa 12, Said Hamedine, Hydra
Type of business or sector: Education

Dates: **01/04/2004 → 31/10/2014**
Occupation or position held: Vice President and Secretary
Main activities and responsibilities: Co-founder and coordinator of events: Vice President, 2004-2007 and Secretary, 2008-2014. NGO's Activities: Concert organization (room rentals, sound engineering and administration, booking of artists, catering management); management of artists and musicians; creation of promotional materials such as flyers, posters, t-shirts; search for sponsors.
Name and address of employer: Bullshit A.S.B.L., 51, Rue Anselme Mary, 7190 Ecaussinnes, Belgium
Type of business or sector: Arts and Entertainment

Dates: **01/05/2010 → 31/10/2014**
Occupation or position held: Manager and chief responsible
Main activities and responsibilities: Responsible for the restaurant management in the absence of the owners. Tasks included: Daily management of the food and drinks needed for the catering; team management during service time; daily accountancy at the end of the working day; provision of restaurant catering and supplies; customer care and booking arrangements.
Name and address of employer: Restaurant "Les super filles du Tram" Miloly S.P.R.L. 11/bte13, Rue du Gentilhomme, 1000 Bruxelles, Belgium
Type of business or sector: Catering and food service activities

Dates: **01/09/2008 - 30/04/2010**
Occupation or position held: Chief Waiter
Main activities and responsibilities: Team management during service time; daily accountancy at the end of the working day; communication with customers, booking arrangements.
Name and address of employer: Restaurant "Houtsiplou" Art Dada S.P.R.L. 11/bte13, Rue du Gentilhomme, 1000 Bruxelles, (Belgique)
Type of business or sector: Accommodation and food service activities

Education and training

Dates: **01/09/2000 - 30/06/2004**
Title of qualification awarded: University degree
Main subject/occupational skills covered: History of Art: Contemporary Arts Section (Belgian Art, 1800s and 1900s Art movement)
Name and type of organisation providing education and training: Université Libre de Bruxelles (ULB) (university) 50, Avenue Franklin Roosevelt, 1050 Bruxelles, Belgium
Level in national or international classification: Bachelor's degree

Personal skills and competences

Mother tongue: French

Other languages:

- English: Fluent user in speaking, writing and reading
- Dutch: intermediate user in speaking, writing and reading
- German: Basic user in speaking, writing and reading

Social skills and competences

Excellent communication skills gained through my experience as a co-founder of a cultural association and manager and chief waiter of restaurants. Good at team work and people management. Experience in multicultural environment, especially through my current position as a Residence manager of Algerian team at the British Embassy Residence in Algiers. Very capable in handling stressful situations. Nominated two times employee of the quarter for 2017 at the British Embassy in Algiers.

Organisational skills and competences

Good administrative experience gained through my jobs in the administrative, cultural and the catering sectors. Very good with multi-tasking and problem-solving in stressful jobs which require quick reaction. Good experience in the organisation of cultural events (concerts) and big high-profile events such as the Queen's Birthday Party and the British Charity Ball in Algeria, organised with my assistance during the past 3 years.

Computer skills and competences

Microsoft office (word, excel, power point, internet explorer).

Artistic skills and competences

I have been a bass guitar player for 20 years. I currently compose and play live music with the band of the US Embassy in Algiers. I am also a member of the Algiers Choir, currently managed by an American diplomat in Algeria. As a Bachelors graduate in Contemporary Art, I have a good knowledge in this topic and I am very interested in the cultural field in general.