

Alexandra Combes
alexandracombes.eu

Born on 7/01/1980 | French Nationality
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EDUCATION & QUALIFICATIONS

- 2003 **Master 2 in IT Law - Paris II Panthéon Assas University, France**
Report : the WIPO treaty on copyright compared to European directives
- 2001 **Master 1 in International and European Law - Paris X Nanterre University, France**
- 2000 Law Licence Degree - Paris X Nanterre University, France
- 1997 Baccalauréat série S - Lycée St James – Neuilly/Seine, France

WORK EXPERIENCE

Since 03/2009 Co-Founder, board member and Managing Director – Ultimate Circle – Brussels, Belgium

» Ultimate Circle : 1. gathering nonprofits, institutions and civil society on common projects towards a better Europe ; 2. supporting nonprofit initiatives as for strategy, management and communication issues. Visit <http://ultimatecircle.eu> for more information.

Project management

As independent professional

02/2008 to 01/2009 Project Manager – iMatix Corporation – Brussels, Belgium

» Team supervision - Relations with clients - Testing and bug reporting - Use of issue tracker and task assignment tools - Coordination of discussions around specifications - Improvement suggestions - Organisation of meetings, conference calls - Draft of minuts and various reports - Planning and Gantt charts - Use of wiki techniques, mailing lists and chat

01/2007 to 07/2008 Consultant & Board member – European Software Market Association – Brussels, Belgium

» Drafting of statutes – Administrative issues – Legal advise – Websites development and content management – Public relations – Marketing support – General Assembly and board meetings organisation – Reporting – Back office

Since December 2007 Event Organizer – AperoNet – Cocktail for Communication professionals – Brussels, Belgium

» Relations with sponsors and visitors – Website content management – Data base – Photo Gallery development – Coordination of staff, food, drinks and material the day of the Event – Marketing support – Invitations – General Planning

Legal and political experience

07/2005 to 10/2006 Legal Adviser – Entrepouse Contracting SA – Petrol & Gaz Construction – Colombes, France

» Drafting and negotiation of contracts with clients and subcontractors – Legal and strategical support to project managers – Claims – Insurance issues – Constitution of affiliated companies – Call for tenders analysis

06/2005 to 09/2008 Active member – Foundation for a Free Information Infrastructure – Brussels, Belgium

» Board member from 12/2006 to 12/2007 – President of French chapter from 07/2007 to 09/2008 – Monitoring – Analysis – Drafting of documents – Website content management – Communication – Organization of events – Management – Legal issues – Supervision of supporters – Public Relations

09/2004 to 12/2004 IT Law Expert – Office of Zuzana Roithova at European Parliament – Brussels, Belgium

» Research – Analysis – Follow up of conferences – Reporting on software patent

09/2003 to 06/2005 Legal & Public Relations Adviser – AFSE 92 – Clichy, France

» Litigation proceeding – Claims – Legal mailing – Supervision of interns – Fundraising – Public relations

06/2003 to 07/2003 IP Law Intern – Awess RG Conseil – Paris, France

» Drafting of contracts related to Music Industry

Temporary job missions

04/2005 to 06/2005 Consumer Department Officer at Certegy Transax – La Défense, France

» Hotline – Financial risks assessment – Payment guarantee

01/2005 to 03/2005 Management Assistant at Le Destin d'Apollon – Boulogne, France

» Accountancy, relations with suppliers, setting up of appointments with political personalities and CEO

01/2004 to 06/2004 Project Development Assistant at Entrepouse Contracting – Colombes, France

» Back office – Logistic of material and persons on site works

04/2002 to 05/2002 Management Assistant at Jean St Bris Culture & Communication – Neuilly/Seine – France

» Accountancy – Office management – Data base development

12/2001 to 06/2005 Hostess at Dassault Group, Sara Lee, Kaufman & Broad, Sogeti France, Decléor, Hammerson, Harlequin and Viel & Cie – Paris, France

» Switchboard – Welcoming visitors – Post Mailing delivery

Other experience

06/2001 to 10/2001 Store assistant at J. Mc Laughlin and the Wine Cave – Boston & Princeton, USA

» Stock Management – Relations with customers – Cash held

09/2002 to 01/2004 Personal teacher for children – Paris, France

» Home work – French courses

08/1998 to 10/2001 Youth camps animator – Puteaux, France

» Coordination and animation of activities for children

06/1998 to 07/1998 Volunteer in an organic farm – Baddeck, Canada

» Various farm work

LANGUAGES

English	High level
French	Native speaker
German	Basic knowledge
Italian	Basic knowledge