

# Alexandra Combes

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

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## WORK EXPERIENCE

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

Project management and communication strategy towards a better, sustainable and philanthropic Europe – [www.ultimatecircle.eu](http://www.ultimatecircle.eu)

» Identity set up – Website development and content management – Social media community building – Legal and administrative issues – Event organization – Partnerships development – Press releases, newsletters and public relations – Research and data collection – Marketing material – Nonprofit project management methodology draft – Prospection – Launching and direction of several projects

### **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 and 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 Project Manager, Co-founder and Board member – Esoma ASBL– Brussels, Belgium**

» Drafting of statutes – Administrative issues – Legal advise – Websites development and content management – Public relations – Marketing support – General Assembly and board meetings supervizing – Reporting – Community building – Event organization – Workgroup animation – Relations with other organizations – Communication strategy

#### **Since December 2007 Event Organizer – AperoNet – Gathering communication professionals – Brussels, Belgium**

» Relations with sponsors and visitors – Website and photos gallery webmastering – Data base maintenance – Coordination of staff, catering and material the day of the Event – Marketing material – Invitations and online registration management – 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 and amendments

#### **Since 06/2005 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 and Analysis – Drafting of documents – Website content management – Communication strategy – Organization of events – Global Management – Legal issues – Supervizion of supporters – Public relations – Community building

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

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

**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 – Paris 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 – Office Management

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

» Office management – 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 – Relations with suppliers – Office management – Analysis and data collection

**12/2001 to 06/2005 Hostess at Dassault Group, Sara Lee, Kaufman & Broad, Sogeti France, Decleor, 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

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**LANGUAGES**

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