**Noëmie Causse**

**Project Manager**

45 Lansing Street, San Francisco, CA 94105

## (415) 988-3471

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PROFESSIONAL SUMMARY

Dedicated and enthusiastic manager. Highly organized and efficient in a fast paced environment.

Driving change. Education specialist.

SKILLS HIGHLIGHTS

* Problem solving
* Project and team management
* Hands on
* Highly organized
* Ability to see the big picture
* Critical thinking

WORK EXPERIENCE

 Alliance Française – **Academic and Administrative Director –** San Francisco*Feb.2016 – Current*

* Recruited, trained, and managed a team of teachers, designers, artists, administrative staff, interns and volunteers,
* Oversaw daily operations of the organization including budget, payroll, human resources and customer service,
* Establish and maintain efficient processes, tools, and communication
* Participated in the design and implementation of organizational strategies, plans and procedures, based on data
* Developed, implemented, managed innovation projects and programs, within budget and timeline
* Reported directly to the Board of Directors,
* Interfaced and served as a representative with high profile partners: consulates, businesses and non-profit organizations.

ICOGES – **Course manager**  *June 2014 – Dec. 2015*

* Determined course schedules, and managed teachers (300 students, 40 teachers, 12 classes),
* Conferred with parents or guardians, teachers, administrators, and tutors to discuss student's progress, resolve behavioral or academic challenges,
* Mentored students regarding professional, personal, or academic topics,
* Collaborated with Department of Corporate relations to support students regarding their search for internships or apprenticeship,
* Improved administrative processes,
* Referred students to degree programs based on interests, aptitudes, or educational assessments.

Aux-concours.com – **Course manager** *Feb. 2013 – May 2014*

* Organized trainings (6-10 trainings and 100 students per week),
* Prepared and represented the school in trade shows (4 each year),
* Oriented and welcomed students,
* Created 3 courses on MOODLE platform
* Plan, execute and deliver complex content development and media production projects for online classes

Savoirs et formation – **Teacher of a literacy program** *Sept. 2012 – Jan. 2013*

* Managed diversity and heterogeneity in the classroom,
* Conducted class to teach subjects such as basic French language skills, life skills, and workforce entry skills,
* Adapted teaching methods and instructional materials to meet students' varying needs, abilities, and interests.

Accord School – **French Language** **Teacher** *Aug. – Sept. 2012*

AFG **– French Language Teacher** (Internship) – Guaymas (Mexico) *May – July 2011*

French National Education – **Elementary School** **Teacher** (Internships) *2008 – 2010*

EDUCATION

2012 - University Paris 3 – **La Sorbonne** - **Master Degree in Education**

2008 - University Montpellier II – Bachelor of Science in Education and Biology

LANGUAGES

French: Full professional proficiency, Spanish: Professional proficiency.

SKILLS

Microsoft Office, Gmail, Google tools, Software for School planning.