

Hélène Rolin
Project Manager - Freelance

Born in 1983
+44 79 7276 4277
helene.rolin@gmail.com

- Methodical approach to multitask, accuracy attention to detail
- Ability to meet the high-end requests of demanding clients
- Proficient in MS Office , management of databases, and website
- Good knowledge of filming, editing, and film production
- Excellent organizational skills
- Working to deadlines and ability to prioritize
- Finance and budgeting expertise
- Fluent in French. English and Spanish

WORK EXPERIENCE

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| 2011 | Researcher - Double Act TV. (Jun 11 – Aug 11)
- provided a detailed report in view of writing a script.
- based on interviews and data's collection (images, books, radio broadcast) of two French heroes (born in 1870) in their professional, political and historical context. | London |
| 2011 | Account and Executive Manager - Absolute Blue. (Mar 11 – June 11)
Responsible for the management of an important sponsor of the festival de Cannes 2011.
- production and management of the Festival Pavilion (hosting the Opening Gala, prix du jury, closing Gala,.)
- management of 500 guests invited 'all included' at the Majestic Barriere Hotel Cannes.
- as Account manager: identify client needs and budget's management (2 millions Euro).
- as Executive manager: development and implementation of strategic plans for the event in a cost-effective and time-efficient manner. Day-to-day operation of the event, project management, coordination, strategic planning, relationship management, negotiation, leadership and innovative development of opportunities. | Cannes, France |
| 2010 | Account Holder & Production Manager - Blazinstar Ltd. (Sep 10 – Jan 11)
Responsible for the management of marketing campaigns taking place in Paris, Amsterdam & Antwerp. Madrid, Mexico City & Santiago de Chile.
- In London: responsible for building a case study, developing the concept, budgeting, logistics, hiring of local staff and venue, producing and building the set.
- On location; Staff training, contact with the Press, daily contact with the client (ING), internal communication, responsible for the video and photography cover. | International |
| 2010 | Set Designer's Assistant - Lotus Eaters. (Jun 10 – Aug 10)
Feature film directed and produced by Alexandra McGuinness. Tribeca Film Festival 2011.
- Responsible for the props hiring and logistic. | London |
| 2008-2010 | Art Gallery Manager – Director PA - Ciacimino Ltd. (May 08 – May 10)
General management of a high profile gallery.
- gallery purchases and sales; administration and accounts.
- company marketing; client communication; website and newsletter design; event management, database updates
- procurement, and, management of an assistant. | London |
| 2010 | Planning and Production Assistant - On Air Studios Ltd. (Jan 10 – Mar 10)
Concurrent to managing Ciacimino Ltd.
- Planning, filming and editing several short films for corporate IT clients who were moving from print to online content. (news clips, online seminars, expert analysis, product launches, and, trainings.) | London |
| 2008 | Design Department Assistant - Phillips de Pury & Company. (Feb 08 – Apr 08)
Selected as successful candidate for a highly competitive internship in the Design Department of one of London's leading auction houses. Awarded scholarship from the Belgian Government in recognition of the internship. | London |
| 2008 | Researcher - Survey and Action SA, Market Research. (Oct 08 – Nov 08)
- Collecting unemployment data in Belgium through interviews and subsequent analysis.
- End product was a report presented to Belgian Government officials. | Belgium |
| 2006 | Promotional Assistant - Warner Music Benelux. (Jul 06 – Aug 06)
Chosen as the successful candidate for a competitive internship in Belgium's media industry. Concurrently offered internship with Médecins Sans Frontières (MSF), but chose Warner Music to progress career in the media sector.
- promotion and management of internationally-renowned musicians.
- public relations with Belgian television, print and radio journalists. | Brussels |

EDUCATION

2007	Belgian Development Cooperation Agency, CTB (October) The CTB provides a general survey of international development cooperation, it uses a multidisciplinary approach to the problems of North-South relations. Sat the Belgian Official Exam which is mandatory in order to work within the Belgium development cooperation.	Brussels
2003 2007	Ihecs - Institut des Hautes Etudes des Communications Sociales. (Sept 03 – Sept 07) BA Communications Sciences and Media MA Written and Audiovisual Communication – Animation and Education (Hons) Media project; Cap'Ado: A documentary film following teenagers in their asylum seekers in Belgium.	Brussels
	University of Jyväskylä. One semester - exchange university program (Jan 07 – Jun 07) Dissertation: A science paper focusing on the integration process of immigrant Afghans and Iranians women in Finland.	Finland
2002 2003	UCL University , (Sept 02 – Jun 03) 1 st Bachelors Degree in Sociology and Political Sciences	Belgium
2001 2002	ITECO (Jul 01 – Feb 02) Belgian education centre for the development of the international solidarity Training focused on the North-South relations and culminated in an essay based on lecture and voluntary experience in Guatemala.	Brussels

VOLUNTEER WORK

2011	Medical Aid Films (Oct 01 – current) Advising and assisting the MAF staff: fundraising management, editing films, internal and external communication, website and newsletter management.	London
2004	Lebanese Child Home Association (Jul 04 – Aug 04) Programme manager of an NGO education project which provided tutoring and training to Lebanese children aged between six and ten years old. Worked alongside Lebanese colleagues in a challenging professional and physical environment.	Beirut, Lebanon
2001 2002	Centro Nutricional y Hogar de Niños, San Francisco de Asís (Jul 01 – Feb 02) Managed a socioeconomic project for six months in rural Guatemala focusing on gender issues, childcare (through an orphanage), English language lessons and basic vocational training. Awarded a scholarship for the position from ITECO, a Belgian organisation for development and international partnerships.	Patzún, Guatemala
02 – 04 – 06	Trans-Mission asbl, FLASH. Representing a Belgian radio broadcaster, working as a volunteer coach to students on a social and humanitarian forum. Also assist the production of four short films that were screened at the Forum.	Brussels
2001	Association Belgique Madagascar, ABM Ngo (April) Planned a fundraising concert to raise money for the reconstruction of a Madagascan school and teacher's salary. Directed a children's play during two months of voluntary work in Madagascar. Prior to the trip, Worked in an Oxfam World Shop to increase the students' awareness in fair trade and organized a conference on Madagascar.	Brussels and Madagascar

LANGUAGES AND COMPUTER SKILLS

Languages	French (native), English (fluent), Spanish (fluent), Dutch (intermediate)
Computer	Proficiency in Mac, Microsoft Office, Final Cut Pro, Photoshop, Adobe Illustrator and Dreamweaver

EXTRA-CURRICULAR ACTIVITIES

Sports	Previously competed in tennis and sailing at club level.
Others	Extensive independent travel in Latin America, South East Asia and Middle East and enthusiastic photographer, documentary maker and web designer.