

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

- 2011 Researcher - Double Act TV.** (Jun 11 – Aug 11) **London**
- 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.
- 2011 Account and Executive Manager - Absolute Blue.** (Mar 11 – June 11) **Cannes, France**
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.
- 2010 Account Holder & Production Manager - Blazinstar Ltd.** (Sep 10 – Jan 11) **International**
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.
- 2010 Set Designer's Assistant - Lotus Eaters.** (Jun 10 – Aug 10) **London**
Feature film directed and produced by Alexandra McGuinness. Tribeca Film Festival 2011.
- Responsible for the props hiring and logistic.
- 2008-2010 Art Gallery Manager – Director PA - Ciancimino Ltd.** (May 08 – May 10) **London**
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.
- 2010 Planning and Production Assistant - On Air Studios Ltd.** (Jan 10 – Mar 10) **London**
Concurrent to managing Ciancimino 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.)
- 2008 Design Department Assistant - Phillips de Pury & Company.** (Feb 08 – Apr 08) **London**
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.
- 2008 Researcher - Survey and Action SA, Market Research.** (Oct 08 – Nov 08) **Belgium**
- Collecting unemployment data in Belgium through interviews and subsequent analysis.
- End product was a report presented to Belgian Government officials.
- 2006 Promotional Assistant - Warner Music Benelux.** (Jul 06 – Aug 06) **Brussels**
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.

EDUCATION

- 2007** **Belgian Development Cooperation Agency, CTB** (October) **Brussels**
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.
- 2003 2007** **Ihecs - Institut des Hautes Etudes des Communications Sociales.** (Sept 03 – Sept 07) **Brussels**
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.
- University of Jyväskylä.** One semester - exchange university program (Jan 07 – Jun 07) **Finland**
Dissertation: A science paper focusing on the integration process of immigrant Afghans and Iranians women in Finland.
- 2002 2003** **UCL University,** (Sept 02 – Jun 03) **Belgium**
1st Bachelors Degree in Sociology and Political Sciences
- 2001 2002** **ITECO** (Jul 01 – Feb 02) **Brussels**
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.

VOLUNTEER WORK

- 2011** **Medical Aid Films** (Oct 01 – current) **London**
Advising and assisting the MAF staff : fundraising management, editing films, internal and external communication, website and newsletter management.
- 2004** **Lebanese Child Home Association** (Jul 04 – Aug 04) **Beirut, Lebanon**
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.
- 2001 2002** **Centro Nutricional y Hogar de Niños, San Fransisco de Asís** (Jul 01 – Feb 02) **Patzún, Guatemala**
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.
- 02 – 04 – 06** **Trans-Mission asbl, FLASH.** **Brussels**
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.
- 2001** **Association Belgique Madagascar, ABM Ngo** (April) **Brussels and Madagascar**
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.

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.