



## Sophie Vallanchon Specialized in hospitality programs


### PERSONAL PROFILE

- Deliver a high quality service
- Manage teams (up to 50 pax)
- Able to coordinate activities in a fast paced environment

### SOFT SKILLS

- Interpersonal communication
- Self starter & proactive
- Eager to be challenged
- Diplomatic manner to interact
- Audacious
- Elegancy and well-kept appearance

### CONTACT INFORMATION

Cell : +336 7086 9680  
sophievallanchon3@gmail.com  
Carrer de Luis de Santangel, 18.  
46005 Valencia . Spain  
 [www.linkedin.com/in/sophievallanchon/](https://www.linkedin.com/in/sophievallanchon/)

### INTERESTS AND HOBBIES



Exploring  
distant  
lands



Getting  
lost in art  
exhibitions



Swim  
training

### EMPLOYMENT HISTORY

- Since 2021 : Worldwide positions as Team leader, Tour Leader and coordinator with multicultural teams  
BtoB congresses : medical/political/IT congresses such as World Economic Forum Davos, European convention, Mobile Word Congress Barcelone  
Major sports events : Roland Garros, FIFA World Cup Qatar , World Rugby Cup France  
Prestige events : Cannes Lions Festival of Creativity, Le Mans classic, Louis Vuitton Live Event Geneva, Cannes Yachting Festival
- Since 2017 : short term contracts in front/back office and as hostess/barmaid for national/international cultural and sports events with Events agencies (medical congress, Red Bull Air Race, International Festival of Extreme Sports FISE, Danoner's World Cup, VIP Montpellier Rugby Stadium
- 1998 to 2021 : long and short term contract in building construction, real estate, engineering

### ACTIVITIES COORDINATION & COMMUNICATION SKILLS

- Supervise a team of hosts within the venue's operation including : briefing, staff deploying, break management, paperwork for each shift, procedures and protocols follow
- Liaise with clients /suppliers /providers
- Report to management team
- Act as a true right arm to liaise organization and staff
- Be a problem solver for facilities management
- Be expert for travel management to optimize calendars and business opportunities
- Ensure the first step in HR management : payroll, employment contract, job applications selection

### EDUCATION

- French mother tongue, English professional , Spanish intermediate
- Bachelor's Degree in Business School of Burgundy: Generalist training in marketing & sales management
- Computer skills intermediate: PC OS, MS Office Suite