

PATRICIA POUJAUD

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OBJECTIVE

I am a dedicated Digital Artist, organized, detail-oriented, and an invaluable team player, seeking the opportunity to bring a unique blend of creativity, technical and marketing /communications skills to assist effectively teams and senior-level executives.

I will be seeking continually creative excellence and innovation to solve your design and communication challenges with a collaborative and cheerful attitude.

PORTFOLIO

www.patoudesigns.com

URLS

www.tmri.org : Torrey Mesa Research Institute (Biotechnology Company)

www.patoudesigns.com/finalversion/index/index.htm : French & Co. (French language and culture instruction)

www.patoudesigns.com/rpmpro/homepage/index4.htm: Randy's Party Music Productions (Mobile Entertainment Business)

STRENGTHS

Nine years expertise in Marketing and Corporate Communications

Demonstrate strong color and composition skills in graphic and web design

User-oriented approach to information design/architecture

Enjoy working in a team environment but also able to work independently and in a fast-paced environment

Very organized, detail-oriented, creative and resourceful

Emphatic approach to problem solving, thrive on event planning and coordination

Fluent in English, French and Spanish

TECHNICAL SKILLS

Proficiency in Adobe Photoshop/ImageReady, Adobe Illustrator, Adobe PageMaker, Macromedia Dreamweaver, Microsoft Powerpoint, Microsoft Excel, Microsoft Word, QuarkXpress and Adobe Acrobat, Netscape Communicator and Internet Explorer on both PC and Mac.

EMPLOYMENT

2001-2002

AVIRON-CORPORATE COMMUNICATIONS ASSISTANT

- Created and developed design and content of the Aviron employees' newsletter
- Presented creative ideas to the Aviron employee activities committee to organize successful social events
- Analyzed and edited slides for presentations in conferences and department meetings
- Organized distribution of quarterly earnings releases and prepared conference calls
- Coordinated activities at investment banking and scientific conferences
- Scheduled and planned internal investor meetings, managed external vendors, filed expense reports
- Responded to routine enquiries regarding the company
- Actively supported employee communication programs including the internal newsletter
- Communicated effectively with employees of Aviron located in UK, PA, as well as with financial analysts, NASDAQ, public relations agencies, investors and shareholders
- Completed travel plans; timely distributed corporate materials, press clips, press releases and press kits

1999

FOCUS IMAGING, San Francisco/Internship

MARKETING/CORPORATE COMMUNICATIONS ASSISTANT

- Coordinated participation of the company to major medical trade shows in the US
- Created presentations for conferences in a deadline-driven environment
- Edited content of their website using HTML
- Handled appropriately inquiries from investors, medical research and development departments
- Planned Marketing/Communications activities in medical field (computer assisted diagnostic for cardiac diseases), supervised mailings and general office administration

1998

SHAKLEE CORPORATION, San Francisco/Internship

PUBLIC RELATIONS ASSISTANT

- Created content and design of a complete informational resource guide helping their sales force to build successful marketing communications strategies
- Designed a research questionnaire used to survey the sales team and followed up with telephone interviews
- Served as a media contact and successfully gathered critical information in a deadline environment to be used for the firm's positioning

1993-1997

NOVARTIS, Saint-Sauveur, France

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

- Wrote and designed presentations in French and English for meetings and conferences, handling information flow between the senior management team and suppliers, company's subsidiaries and employees, responsibly scheduling and following up projects deadlines
- Achieved high recognition by promptly establishing rapport and credibility with diverse functional areas in the company, bringing an helpful contribution as an Administrative Assistant for the Clinical Research Department in the first place which resulted in a promotion to Executive Assistant
- Provided administrative support to the CEO (actively participated in International projects, completed travel plans, maintained CEO's calendar, scheduled meetings with suppliers and subsidiaries, employees, and senior management team)

1992

KAMYR S.A., Saillat-S/Vienne, France

EXECUTIVE BILINGUAL ASSISTANT (French/English)

- Wrote and translated technical reports, strategically analyzing and gathering critical information from multiple French sources to provide accurate and consistent translations in English to the engineering team
- Facilitated communication between Swedish engineers and French workers by interpreting project guidelines in French/English for a successful implementation

1991

LEGRAND S.A. - Limoges (France)

TRILINGUAL MARKETING ASSISTANT (French/English/Spanish) in the Export Department of a worldwide electrical equipment group. Managed customer concerns and questions handling, administered prospects and distributors databases

1990

COFPA (paper industry) - Saint-Junien (France)

BILINGUAL EXECUTIVE ASSISTANT (French/English) involved in a Quality Iso Certification Program (translated, wrote procedure forms).

EDUCATION

Web Design and Production Certificate–West Valley College (2002)

E-Business Certificate–De Anza College (2002)

UC Berkeley Professional Diploma in Marketing (1998)

Associate Degree in Business Administration-Certified as a Trilingual Executive Assistant (French/English/Spanish), with emphasis on computer skills, foreign languages, accounting, economy and laws

Lycee Suzanne Valadon Limoges-France (1989)

French Diploma Baccalaureate (high school diploma, major in foreign languages and literature)

Lycee La Souterraine-France (1987)