

Alexia Cornet

PROFILE

Motivated and serious, I know how to adjust to different work environments. My senses of organisation and diplomacy allow me to be at ease alone or in a team, as well as dealing with customers or intermediaries.



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[Online resume](#) & [LinkedIn](#)



+33 6 73 51 18 27



Driver's Licence

EDUCATION

MASTER'S DEGREE (2ND YEAR) IN PUBLISHING, EDITION AND PROFESSIONAL REDACTION
2019/2020 - University of Angers

MASTER'S DEGREE (1ST YEAR) IN ENGLISH RESEARCH
2017/2018 - University of Tours

BACHELOR'S DEGREE IN ENGLISH LANGUAGES AND CIVILISATIONS
2014/2017 - University of Tours

COMPUTER SKILLS

OFFICE PACK
(Word, Excel, Powerpoint)

ADOBE SUITE
(InDesign, Photoshop, Illustrator)

WEB EDITION
(HTML5, CSS, Wordpress)

SOCIAL NETWORKS
(Facebook, Twitter, Instagram)

LANGUAGES

ENGLISH
C2 level



SPANISH
B2 level



WORK EXPERIENCE

MY ASSETS

Project analysis & research
Graphic design
Author, customer and partner relation
Writing & proofreading
Improving manuscripts
Orthotypography
Project tracking and management
Communication
Translation
Website management
Organization

EDITORIAL ASSISTANT

2022 - Édélios Editions

Managed contacts with authors, improved, corrected, and followed up on several projects and manuscripts, wrote prefaces and sales pitches, etc.

RECEPTIONIST

Summers 2017 to 2022 - Camping Sites & Paysages Les Saules ****

Welcomed customers from all over the world, managed their stay and handled billing, updated and displayed touristic information, etc.

BOOK FAIR ASSISTANT

2020 - Festival *Les Rendez-vous de l'Histoire*, Blois

Participated in the festival organisation, registered entries, propositions for the programme, welcomed editors and booksellers to the festival, etc.

BOOKSHOP INTERN

2019 - Chapters Bookstore, Dublin (Ireland)

Assisted with markdowns, clearances, returns, deliveries, etc.

MISCELLANEOUS

