

GAUTIER DUC-DODON

Vancouver, BC Canada | gducdodon@gmail.com | 514 754-7583

SKILLS | Project management, Marketing Digital, Social Engine Optimization (SEO), Content Management System, HTML & CSS, Newsletter, Social Media, Google Analytics, Twitter Bootstrap, SharePoint, Jira, Twitter Bootstrap, Hootsuite.

EXPÉRIENCE | **COMMUNICATION ADVISOR & WEBMASTER HEC MONTREAL & FONDATION HEC**
JULY 2016 – JUNE 2018 – MONTREAL, CANADA

- Provided web design, web development and web content management (HTML/CSS) // SEO
- Created new websites based on client goals and requirements to achieve web industry standards (using WordPress and Rhythmyx)
- Acted as liaison with internal clients, interpret requests and revise/update their website accordingly
- Brainstormed website layout and establish set voice and tone according to customer needs
- Provided technical support and training to the internal website owners - Create Email newsletters (Mailchimp)
- Provided internal clients with training on Rhythmyx and WordPress
- Tracked and document bugs through the resolution
- Worked with other members in the web team on large projects spanning multiple weeks to ensure high-quality websites

WEBMASTER FRONT & BACK-END GROUPE IGS

OCTOBER 2015 – MAY 2016 – PARIS, FRANCE

- Front End development (HTML/CSS) // SEO
- Mainly adapted WordPress Theme
- Created newsletters using HTML
- Created landing pages using bootstrap
- Actively participated in the planning and support of requests for updates and seizures of content on group sites / schools / training centers
- Website monitoring & backup
- Provided technical support and training to website owners
- Wrote website user guides

COMMUNITY MANAGER BISTRO LE PARC DES PRINCES DE MONTREAL

JANUARY 2014 – JANUARY 2015 – MONTREAL, CANADA

- Drafted and implemented the communications strategy
- Promoted online and off-line events
- Set up and optimized the new website
- Maintained SEO for site

WEBMASTER HEC MONTREAL

AUGUST 2014 – OCTOBER 2015 – MONTREAL, CANADA

- Acted as liaison with internal clients, interpret requests and revise/update their website accordingly
- Created new websites using WordPress (HTML/CSS/PHP)
- Created new websites using Rhythmyx (HTML/CSS)
- Brainstormed website layout and establish set voice and tone according to customer needs
- Provided technical support and training to the website owners
- Created content and updated websites pages

JUNIOR WEB PROJECT MANAGER SOCIÉTÉ GÉNÉRALE (INTERNSHIP)

FEBRUARY 2013 – JULY 2013 – PARIS, FRANCE

JUNIOR WEB PROJECT MANAGER TONTON COMMUNICATION (INTERNSHIP)

JULY 2011 – DECEMBER 2011 – MONTREAL, CANADA

PROJECT AS FREELANCE | **2018 – GIGI BRODERIE – CHEZGIGI.CA**
WORDPRESS – HTML&CSS – SEO – SOCIAL MEDIA
2018 – VERDEGAY ABOGADOS – VERDEGAYABOGADOS.COM
WORDPRESS – HTML&CSS – SEO – SOCIAL MEDIA
2016 - 2018 – ESCALE MESSAGE – ESCALE-MESSAGE.COM
WORDPRESS – HTML&CSS – SEO – SOCIAL MEDIA - NEWSLETTER
2015 – JEREMIE DOUCHY – JEREMIE-DOUCHY.COM
WORDPRESS – HTML&CSS – SEO – SOCIAL MEDIA

EDUCATION | **HEC MONTREAL, MONTREAL, CANADA**
DESS AFFAIRES ELECTRONIQUES (E-BUSINESS) – 2013 – 2015
MULTIMÉDIA AND INTERNET INSTITUTE, PARIS, FRANCE
DIGITAL COMMUNICATION MANAGERS– 2008 – 2013
EF ENGLISH SCHOOL, VANCOUVER, CANADA
FEBRUARY - JUNE 2008

HOBBIES | Running: 3 to 4 times a week. runs of 5 to 15 km.
Amateur photography: 365daysofhappiness.net

PERSONAL PROJET & VOLUNTEERISM | Portfolio: <https://pixevent.fr>
One year of photography – 2015 – 2016: <http://365daysofhappiness.net>
APSA – « Aménagement de la Promotion de la Santé en Afrique » - May 2015 – Webmaster
Zup de Co – October 2008 June 2009 - Tutoring

REFEREES | **GENEVIEVE GELINAS, DIRECTOR OF COMMUNICATIONS**
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