

Executive assistant

Mathias Mouriaux

Master student in Management of SME and international affairs at University of Rennes



CONTACT

+33 6 18 79 82 38

mathiasmouriaux@gmail.com

4 passage Antoinette
Caillot, Rennes 35000

EDUCATION

Bachelor economics and management international honorable mention

University of Le Havre 2021 - 2022

University of Rennes 2022 - 2023

Linneaus university, Växjö 2023 - 2024
Sweden

USA 12th grade exchange highschool diploma (Michigan)

SKILLS

- bilingual english C1
- French native
- Wordpress & Elementor
- Accounting software (Cegid)
- POS software (popina)
- Make (no code) beginner
- Latte art & advanced coffee knowledge

WORK EXPERIENCE

Intern executive assistant

2025

Bourbon d'Arsel

2-month internship at a coffee roastery and B2B coffee supplier, assisting directors Sébastien Dufils and Benoît Le Bigot.

Contributed to process improvement, streamlined accounting (QUADRA) and management tools (MEG, Airtable), supported marketing, website management (WordPress), SEO, prospecting (noCRM.io), and HR tasks including recruitment. Also reviewed the coffee shop's margins and initiated the implementation of a digital strategy targeting B2C.

Volunteer

2024-2025

Head of treasury PRISME association

Workshop in partnership with CCI and WTC Brittany on market opportunities in Indonesia. Handled funding acquisition (subsidies), budget allocation, and bookkeeping. Built relationships with Indonesian market professionals and secured their participation to present to French SMEs and entrepreneurs, showcasing the advantages of expanding into Indonesia.

As part of our master's program on internationalization, the PRISME association highlights a new country each year.

Waiter/Barman

2024

Bar le Caliente rennes

Permanent contract (15h/week) at Caliente Bar for 3 months following a 3-month fixed-term contract (39h/week) as a seasonal waiter and bartender.

Learned : Customer relations, stock management, order taking, payments, cash register management, teamwork, cocktail preparation, compliance with hygiene standards.

Internship application

Today

Looking for an internship (4 to 6 months) as an Executive Assistant, where I can contribute by supporting the implementation of current strategies, assisting in the development of new ones, acting as a temporary project assistant, or exploring new markets. I would be delighted to discuss how my profile aligns with your goals during an interview, please feel free to contact me by email.

MASTER DEGREE

First year

2024-2025

Courses focused on managing and/or supporting the operations of SMEs in their daily activities (treasury, human resources management, taxation, commercial contract law, financial analysis, logistics, marketing). Followed by 2 months internship at Bourbon d'Arsel

Second year

2025-now

Address specific needs to design and implement strategies for internationalizing activities beyond the export function (management control, international taxation, management of cross-border operations and payments, global marketing, international contracts).