

Kyle R. Schneider

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tel. +33 6 80 01 50 93
French/American
Single, 33 years old

WORK**EXPERIENCE**

2008-Present

GRADUATE SCHOOL OF COMMUNICATIONS (CELSA) – SORBONNE – Paris

Head of Languages Department

- Directed 35+ international professors in the information and communication sciences, including recruitment, pedagogical resource and curriculum development
- Negotiated international partnership agreements with leading US universities
- Promoted international potential of research and teaching in the EU, US and India
- Developed degree work in journalism and media business entrepreneurship
- Coordinated admissions process for 2,100+ candidates, drafting and correcting exams

2006-2008

MARYMOUNT INTERNATIONAL SCHOOL – Paris

Communications + Development Officer

- Coordinated external communications - press releases, quarterly newsletters, website
- Edited newsletter, reinforcing school mission and strong internal communications
- Managed departmental budget with outsourced printers, designers and caterers
- Developed website overhaul allowing dynamic updates by team of 10 content authors
- Implemented annual fund campaign, increasing earnings by 97% over previous year
- Directed team of 15 volunteers and sponsor relations for annual fundraising event

2003-Present

LECTURE POSITIONS AND COURSEWORK TAUGHT

- Regional and Political Communications – CELSA
- Reputation Management – CELSA
- Trans-Atlantic Relations – HEC Paris
- International Business – HEC Paris
- European Public Policy and Institutions – Négocia, French Chamber of Commerce

2002

EUROPEAN COMMISSION – External Relations Directorate – Brussels

Program Organizer Intern – European Union Visitors' Programme (EUVP)

- Created specialized programs within the EU for opinion formers of third countries
- Adapted each EU guest's visit according to their professional interests and goals
- Developed knowledge of internal workings of EU institutions and prominent actors

2000-2001

ACCENT INTERNATIONAL – Paris

Assistant Programs Coordinator

- Created promotional campaign for educational conference series
- Implemented administrative changeover to the euro in this medium-sized enterprise

VOLUNTEER**EXPERIENCE**

2002

EUROPEAN COMMISSION TRAINEES' CONFERENCE COMMITTEE **Board Member**

- Organized scheduling and content of conferences in five EU-related topic areas
- Promoted each conference by creating a unique communications campaign

1998-2000

SHINE CAMP HEARTLAND BENEFIT CONCERT **Chairperson**

- Orchestrated selection of bands and entertainment to increase awareness of HIV
- Conceptualised promotional campaign resulting in \$2,000 profit for children's camp

EDUCATION

2003-2005

PARIS-DAUPHINE UNIVERSITY – FRANCE

Master of Arts (*Master de Recherche*) – Political Science (Communications/Sociology)

- Conducted research on the implementation of EU Cross-Border Regional Policy

2001-2003

PARIS-EST UNIVERSITY – FRANCE

Master of Arts (*Master Professionnel*) – European Geopolitics – Awarded with honors

1996-2000

UNIVERSITY OF WISCONSIN – MADISON – USA

Bachelor of Science – International Relations

LANGUAGES & COMPUTER SKILLS

English – maternal

French – fluent (reading, written and oral proficiency)

PC / MacOS – Word, Excel, Keynote, Power Point, Outlook and Thunderbird

Online software for collaboration – Google Docs, Forms, Wave and Checkout

Web and Page layout – Dreamweaver, PageMaker and various content management systems

A/V Software – Photoshop, Picasa, iMovie and Movie Maker

Fundraising database platforms – Development Logic

Possess the ability to learn new software quickly

MEMBERSHIPS & INTERESTS

European Movement – France

International Communication Association

French Association of Political Science

Regional Studies Association

University of Wisconsin-Madison French Alumni Chapter *President*

Translated 300-page academic Marketing text from French into English (2003)

Singing, Cycling, Swimming, Tuba Playing