

CHLOE FAURE



Experienced operational professional seeking short-term assignments (1-4 months).

Immediately available, I quickly integrate into new environments and deliver structured, reliable and efficient support from the outset.

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chloefaure@outlook.com

[Website](#)

4 route du semnoz
74350 Villy le Pelloux-FR

SKILLS

- * Leadership and team management
- * Operational process optimisation
- * Financial forecasting and budget management
- * Innovation and continuous improvement
- * Client satisfaction and contractual compliance

DIPLOMAS

- * Baccalaureat Tourisme | France, 2006
- * Bepa Tourisme | France, 2004

PROFESSIONAL BACKGROUND

FACILITY MANAGER

2023-2025 Becton Dickinson / CBRE - Eysins, VD

- Full operational management of a corporate site
- Coordination and supervision of technical service providers
- Budget monitoring and cost control
- Ensuring compliance with HQ standards
- Supervision of reception and general services teams
- Implementation of new internal processes
- Coordination of internal audits
- KPI and PPM monitoring according to contractual planning
- Deployment of local and international projects

RECEPTION LEADER / DEPUTY FACILITY MANAGER

2016-2023 Becton Dickinson / CBRE - Eysins, VD

- Management and structuring of the reception team
- Daily coordination of site operations
- Direct operational support to the Facility Manager
- Budget monitoring and forecasting
- SAP management (in-scope and out-of-scope purchase orders)
- Implementation of internal projects and process improvements
- Ensuring high-level corporate service standards

ADMINISTRATIVE ASSISTANT

2011-2013 JT International - Genève

RECEPTIONIST

2009-2011 JT International - Genève

RECEPTIONIST

2006-2009 La Réserve Hotel & Spa - Genève