



# STÉPHANIE D'OULTREMONT

## PROJECT MANAGER

Passionate, creative and dynamic, with over 10 years' experience in event communications, I have acquired solid expertise in planning and managing events in Europe.

### PROFESSIONAL EXPERIENCE

- 2024: Freelance Event Manager
- 2012- 2023: Event Manager at DDMC Event Design and Alice Event
- 2011: Assistant Project Manager internship at DDMC Event Design and Alice Event

### EVENT MANAGER

- As an Event Manager, I oversee every aspect of event creation, from concept to execution, whether collaborating with a team or working independently.
- Pre-production: I manage briefings, contribute to brainstorming sessions, and develop creative concepts. My responsibilities include presenting proposals to clients, sourcing venues and suppliers, crafting graphic identities, conducting technical site visits, and ensuring daily coordination between the client and suppliers. I also handle budget forecasting and provide strategic recommendations.
- Production: I supervise event set-up, budget tracking, guest hospitality, catering, crew logistics, supplier management, stage coordination, and event dismantling.
- Post-production: I manage budget reconciliation and participate in debriefings with both clients and suppliers to ensure continuous improvement.
- Budget range: \$2,000 to \$4 million.
- Event size: 10 to 1,500 participants.

### ACHIEVEMENTS

- 2024 : Porsche, Macan Sneak Preview Days, Belgium
- Logistics & production – 2.000 pax – 9 days
- 2023 : Chancellerie du Premier Ministre, Fête Nationale, Brussels
- Artist management & front regie – 100.000 pax – 1 day
- 2023 : Toyota Motor Europe - Kenshiki Forum 2023 – Brussels
- Catering Manager – 400 pax – ten days
- 2022: Coca-Cola, One Europe Meeting, Milan
- Catering manager – 1300 pax – five days
- 2019 :Peugeot, International convention, Amsterdam
- Logistics & production – 2.000 pax – three days
- 2018 : NATO Summit, Brussels
- Logistics & production – spouses programme – three days



0032 494 17 65 35



stephanie@yako-event.be



Avenue General Dumonceau n°43  
1190 brussels

## SKILLS

- Planning management
- Budget
- Customer follow-up
- Team management
- Creative follow-up
- Hospitality
- Catering
- Build up / dismantling
- Drafting of presentation files
- Microsoft Office Suite: Advanced level
- Photoshop, InDesign: Basic
- Driving licence: B

## EDUCATION

- 2009 - 2012 : ISFSC, Bachelor in communication
- 2008 - 2009 : SIHA - 2<sup>nd</sup> laatste jaar secundair onderwijs in Nederlands in Antwerpen
- 2006 - 2008: Institut Saint-Luc Brussels

## LANGUAGE

French: Native language  
Dutch: Good command (vlot)  
English: Good command (fluent)

## INTERESTS

Sports: Golf, Running, Swimming  
Culture: Arts & Crafts , Architecture , Music  
Hobbies: Naaien , Koken, Fashion