

Stéphanie Colle

info@webandthecity.com • webandthecity.com • LinkedIn

Career Profile

Digital Content Manager with several years' experience, competent in the field of online communication, web design, content editing, and publishing, with a wide skills range:

- Experienced creator and publisher of engaging web material for a wide range of contents and media
 - A quick learner who can easily absorb new ideas and put them into practice
 - A good team player who can also work on own initiative with little supervision
 - Strong understanding of design and communication principles, social media, and SEO
 - Fluent in English and French with a good working knowledge of Dutch
 - Ability to prioritize work and adapt to changing demands and deadlines
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Relevant Experience

- Managed and published digital content through both TeamSite and Sitefinity CMS for BNP Paribas Fortis' NextGen global redesign project and the revamping of all of its current transactional and public websites, including Easy banking, Hello bank! and Fintro
 - Collaborated with UE/UI team of designers and developers (Agile/Scrum methodology) to integrate content, report issues, and apply fixes on various BNP Paribas Fortis digital projects both while working at BNP Paribas Fortis and Idweaver
 - Edited and distributed newsletters and online edits to market products or to advocate specific concepts while working at Profile Fashion and at the U.S. Embassy as Junior Web Designer and as Assistant Information Officer, respectively
 - Created, published and distributed original graphic and promotional material for the Profile Fashion web shop and newsletter thus insuring regular website and social media updates with imagery and content consistent with the company's brand and image
 - Developed a number of websites among which the official website of the American College Louvain, establishing its online presence while providing target audience with high quality academic resource
 - Revamped the U.S. Embassy to Belgium websites, as part of the embassy web team, introduced SEO and W3C standards, realizing higher search engines ranking and substantial traffic increase
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Technical Skills

- Design: Photoshop, InDesign, Dreamweaver
 - CMS & e-Commerce: TeamSite (HP), Sitefinity (Telerik), Magento, WordPress, MailChimp
 - Coding: HTML, CSS, and notions of JavaScript
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Professional Training

- Agile Methodology (Scrum), BNP Paribas Fortis and Idweaver, Brussels 2015 & 2016
- SiteFactory and Sitefinity CMS, BNP Paribas Fortis and Idweaver, Brussels 2015
- HTML5 and CSS3, Codecademy, General Assembly 2014

- Magento CMS, Vaimo, Brighton and London 2013

Formal Education

- MA in Art History & Archaeology, Université Libre de Bruxelles, Brussels 1996
- Senior High School Diploma, Shasta High School, Redding, California 1991

Languages

- French: mother tongue
- English: near native
- Flemish: good working knowledge

Employment History

- Idweaver, Brussels, Belgium (idweaver.com) 2015 – 2016
Digital Content Manager (For BNP Paribas Fortis and Hello bank!)
- BNP Paribas Fortis, Brussels, Belgium (bnpparibasfortis.be) 2015
Web Content Editor (Consultant on behalf of NeoFacto)
- Correct English, Brussels, Belgium (correctenglish.be) 2014
Webmaster (Freelance)
- Profile Fashion, Brighton, UK (profilefashion.com) 2013 – 2014
Junior Web Designer (Contract)
- American College Alumni 2012 Reunion, Louvain (aclreunion.org) 2011 – 2012
Webmaster (Freelance)
- Various Clients & Organizations, Brussels & Louvain 2005 – 2012
French-English Translator (Freelance)
- Arete Technology Solutions, Inc., GA, U.S. (aretetechsolutions.com) 2008
Web Designer (Freelance)
- Noctus AE, Inc., MI, U.S. 2006 – 2007
Web Designer (Freelance)
- Nostra Aetate Chair, UCL-KUL, Louvain (aetate.com) 2006
Webmaster (Freelance)
- American College, Louvain (acl.be) 2004 – 2007
Webmaster, Web Designer & Photo Editor (Freelance)
- U.S. Embassy, Brussels (belgium.usembassy.gov) 2001 – 2003
Assistant Information Officer (Contract)