



PAWLOWSKI PAWLIK Beatrice

Project Officer in International Mobility

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*"I am available immediately and bring significant experience in **international mobility**, encompassing support for French and foreign students and **administrative management** within higher education institutions. My objective is to leverage my **intercultural, linguistic, administrative, and pedagogical skills**, alongside my strong adaptability and ability to navigate unforeseen situations, to significantly contribute to the success of your organization's missions and accelerate my professional growth."*

SOFT SKILLS

- ✓ Strong interpersonal and customer service skills
- ✓ Commitment to effort and attention to detail
- ✓ Adaptability and proactive approach
- ✓ Collective intelligence

LANGUAGES

- ✓ English (fluent)
- ✓ Polish and French (bilingual)
- ✓ German (intermediate)
- ✓ Finnish (beginner)

ICT SKILLS

- ✓ Microsoft Office 365
- ✓ Google Workspace
- ✓ SIFAC (finance), Aurion (ERP), Moodle
- ✓ Zoom, Google Meet, Discord
- ✓ Asana, Trello, Hubspot, PIA2

HOBBIES AND INTERESTS

- ✓ Visual Arts - Collage Artist
- ✓ Running, hiking, biking, dancing
- ✓ Interculturality (Society for International Education, Training and Research)

ADDITIONAL TRAINING

- ✓ Quality mentoring for ESC volunteers, July 2025
- ✓ Excel Level 2, Greta, Dec. 2024
- ✓ Intercultural Dialogue Skills MOOC – University of La Sagesse, 2020

VOLUNTEER ACTIVITIES

- ✓ Active member of the Maison des Cadres d'Indre & Loire – Business Contact Group (2024–present)
- ✓ Volunteer for Paris 2024
- ✓ Bank Food of Touraine, 2024–present)
- ✓ Vice President of the Tours-Minneapolis Sister Cities Association (2017–2019)

KEY COMPETENCES

RECEPTION AND SUPPORT

Listen, inform and assist

Manage international mobility projects and preparing candidates for departure

Integrate and support international students (immigration, administrative procedures, health, housing, integrating into university life)

ADMINISTRATION

Process mobility scholarship applications and ensure their eligibility

Manage academic and institutional partnership agreements (France and International)

PEDAGOGY

Coordinate professors and program management

Supervise study projects

Organize academic committees, exams, and validate credits

LOGISTICS

Plan, organize, and coordinate internationally focused events

Anticipate and manage unforeseen situations and emergencies

BUDGET MANAGEMENT

Design and monitor budgets, control expenses, and fundraise

PROFESSIONAL BACKGROUND

MAISON DE L'EUROPE, Tours, France, Sept. 2024 – Present

Administrator (Coordination of Erasmus+ Youth and Sport exchange projects, ESC tutoring).

EXCELIA GROUP, Tours, France, Feb. 2021 – Oct. 2023

International Relations Manager, Orléans & Tours Campuses. International Program and Short Programs Coordinator.

Academic Coordinator for Bachelor & MSc Programs (Tourism and Real Estate).

LINKING PEOPLE WITH IDEAS, Tours, France, Sept. 2012 – Aug. 2019

Founder, International Mobility Consultant ; Tour Guide for International Hockey Tours.

UNIVERSITE DE TOURS, Computer Science Lab, Tours, France, Sept. 2010 – Aug. 2014

Administrative Manager.

MIA, Poland/France, 2009-2011

Business Developer

CREDIT INDUSTRIEL ET COMMERCIAL, Warsaw, Poland, 2001-2008

Marketing Manager

EXEL GSA, Berthoud Group, Katowice, Poland, 2000-2001

Area Sales Manager

RAVENSBURGER SPIELEVERLAG GmbH, Germany, Canada, Poland, 1997 – 2000

Planning Manager

EDUCATION

Master's in Education Sciences – Supervise, Train and Assess : Mindfulness & Emotional Capital - Paul Valéry University, Montpellier, Sept. 2021

Master of Science and Technology in International Business – University of Orléans, Nov. 1998