

# LEONA FRANÇOISE CAANEN

Tel: +31 (0)6.39.58.49.90 | leona@leona-francoise.com | Nationality: Dutch |

## EDUCATION:

---

**BA in International and Comparative Politics**, May 2019, American University of Paris (AUP).

Minor in Middle Eastern and Islamic Cultures.

Thesis: *The Relationship of Globalization and Nationalism in the United States of America*.

GPA: 3.55/4.0.

Relevant Coursework: Online Journalism; Magazine Journalism; Global Politics; International Law; Politics of the Middle East.

## SKILLS:

---

- Fluent in communications and numerous social media platforms.
- Fluent in MS Office (Word, Excel, PowerPoint).
- Proficient in Adobe Photoshop, Adobe InDesign.
- Public speaking; Management; Leadership; Team-player; Event planning.

## LANGUAGE:

---

Dutch (Native); English (Fluent); Italian (Fluent); French (Intermediate); Spanish (intermediate); German (Beginner); Arabic (Beginner)

## LEADERSHIP/EXPERIENCE: Jobs, Internships, Extracurricular, and Volunteer Work

---

**Founder and CEO of Leona Françoise E.U.R.L.**

**December 2020 – Present**

- Author, editor, and communications specialist.
- <https://leona-francoise.com>

**Head of Communications at Global Young Leaders E.U.R.L. (GYL) (non-profit)**

**April 2020 – Present**

- Managing all communications, social platforms, and the GYL online community.
- Head of administration.

**Project Manager at Into Creation Saint Barth E.U.R.L.**

**August 2019 – Present**

- Managing expert procedures, market access scans, international relations, and reimbursement dossiers in the medical field.

**Freelance Writer at Medium**

**July 2019 – Present**

- Writing articles about, but not limited to, life, lifestyle, travel and health.
- User name: leonacaanen (<https://medium.com/@leonacaanen>)

**Administrative Internship at Into Creation Saint Barth E.U.R.L.**

**April 2018 – July 2019**

- In charge of organizing and maintaining accurate administrative records of the company's spending and income.
- Personal assistant to the CEO: planning travels, dealing with communication, daily tasks, and updating the company website.

**Camino De Santiago, ESP**

**May 2018 – June 2018**

- Hiked 800km (500mi) across Northern Spain, on the "French Way".

**Freelance Editor for Peacock Platform (AUP), FR**

**January – May 2019**

- Editor for any freelance pieces. Includes written form, videography, photography, and podcasts.

**Deputy Editor for Peacock Magazine (AUP), FR**

**September – December 2018**

- Editor of online articles produced by the Magazine workshop; editing and aiding students in journalistic writing; Contributing articles to an online publication and print publication.

**Author for the Peacock Plume (AUP), FR**

**September 2017 – September 2018**

- Creating content on assigned topics or self-chosen topics.
- Taking photos and being creative with content to attract and maintain readers.

**Student Ambassador, American University of Paris**

**January 2017 – May 2019**

- Guiding and helping incoming students at AUP; touring them around campus and Paris; helping them move into their new apartments.

Ensuring students are well-adapted; being a reliable source for information and assistance.

- Working at the admissions office of AUP; scanning official transcripts and documents, working with documents on Adobe Acrobat 9.0, and communicating and touring with prospective students.

**Student Government Senator and Judiciary Chair, American University of Paris, September 2017 – December 2018**

- Elected by the student body to represent their voice in weekly meetings.
- Working together with the Student Government Executive team to better the AUP Constitution.

**Club Méditerranée, Adventure Divers Scuba Diving Intern, Catania, IT** **July - August 2016**

- Assisted with diving and administrative tasks by working with clients from ages 5 and up, guiding and teaching clients' basic scuba diving experiences in the pool and ocean with a team of 4 divers.
- Marketing the Scuba Diving PADI diploma, communicating in 4 languages; Italian, French, English and Dutch.

**Editor-in-Chief at the American Overseas School of Rome (AOSR), IT** **September 2014 - May 2015**

- Directing and organizing content of the school-wide yearbook, ensuring the copy and content was correct.
- Checking accuracy, coordinating the organization and creation of the content and theme, and reviewing the whole yearbook before the final version is send to the printer.

**Copy Editor at the American Overseas School of Rome (AOSR), IT** **September 2013 - May 2014**

- Ensuring the accuracy of the copy and all textual content.
- Checking accuracy, coordinating the organization and creation of the copy, and reviewing the whole yearbook before the final version is send to the printer.

**Additional Courses/Certification**

**Mighty Networks Master Class** **September – October 2020**

- Becoming fluent in setting up and managing and online community.
- Understanding online social strategies for communicating content in an effective, engaging manner.