LOÏC SIMON

Production and Events Coordinator, with dual expertise in complex project management, operational coordination and on-site supervision.



32 YO **Driver's License**

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French - English (B2) - Spanish (A2)

IT TOOLS

Google Workspace	Pack Office
Notion, Slack, OMS	Adobe, DaVinci Resolve
AutoCad, SketchUp	Zoom, Teams

KEY SKILLS

Production & coordination

- Coordination of teams, service providers, and talent
- Schedule Management, Backward Scheduling, and Roadmaps
- Transportation, accommodations, deliveries
- Supervision of assembly/operation/disassembly

Management & Organization

- Management of Complex, Multi-Site Projects
- Risk anticipation and resolution of on-site issues
- Compliance with deadlines, procedures, and budgetary guidelines

Interpersonal Skills

- Management of Operational Teams
- Smooth communication between internal and external teams
- Comfort in High-Pressure Environments

EDUCATION

Bachelor's Degree in Event Project Management
Icadémie, Remote | 2024 - 2025

CQP Business Management Assistant
SUP' La Mache, Lyon (69) | 2015 - 2016

BTS in Building Envelopes
Lycée Cantau, Anglet (64) | 2013 - 2015

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WORK EXPERIENCES

Event Production Manager - Freelance **2024 - 2027**

- Production and coordination for agencies, festivals, and brands
- Operational Management of Event and Audiovisual Projects
- Coordination of service providers, technical teams, and partners
- Logistics management, scheduling, accreditations, and field operations

Key References
Festival Nouvelles Vagues - Biarritz (Talent Handler - Drivers Mgmt.)
Festival CANNESERIES (Paris / Cannes)
Netflix - Premiere of Frankenstein - Site Management (Paris)
Breitling - Brand event w/Eggert&Friends (Biarritz)
WeAre_ - Site Manager (Paris), Roland Garros, 24h du Mans, ...

Venue Accreditation Manager - Paris 2024 **2024**
Accred OPS GmbH | Paris / Munich

- Accreditation Management at Olympic Venues
- Coordination with security, operations, and organizational teams
- Operational interface between field teams and site management

Event Production Assistant **2024 - 2025**
Unifrance | Paris (9e)

- Event Coordination and Planning
- Rdv de Janvier - Paris, Berlinale, Festival de Cannes
- Logistics management, route schedules, team coordination

Event Production Assistant **2024**
Festival International du Film Indépendant de Bordeaux

- Preparation and Operation of the Festival Site
- Monitoring of service providers, partners, teams, and production staff.

Construction Manager (Project Manager) - CDI **2015 - 2024**
Loubéry Menuiserie | Landes & Basque Country

- Comprehensive Construction Project Management
- Planning and Coordinating Installation Teams
- Management of Service Providers and Suppliers
- Construction site supervision, adherence to deadlines, budgets, and technical constraints

VOLUNTEERING & COMMUNITY

Sweeper and Course Marking - Grand Raid Pyrénées **2026**

Infrastructure Quality & Dismantling Divisions **2024**
Solidays, Paris (75)

Setup and Teardown of Infrastructure and Stages **2024**
Little Festival, Hossegor (40)

Film, music video, docu. Production and Direction **2017 - 2020**
Unlucky Production, France

Coming from the construction industry, where I managed construction projects for eight years, I have applied those skills to event, cultural, sports, and audiovisual production. **Paris 2024 Olympic and Paralympic Games, Roland Garros, 24 heures du Mans, film and music festivals, brand activations.**

Accustomed to working in environments with multiple stakeholders and tight deadlines, I combine meticulousness, foresight, operational leadership, and strong interpersonal skills.