


Vincent LENFANTIN
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40 years old, born 11th April 1965
 French Nationality
 Single

BILINGUAL FRENCH / ENGLISH
 NOTIONS OF ARABIC, GERMAN AND SPANISH
 CHARISMATIC, CREATIVE, ADAPTATIVE AND EXTROVERT
 COMPUTER LITERATE (WINDOWS, OFFICE, WEB)
 STRONG MOTIVATION FOR EXPORT MISSIONS

FIELDS OF COMPETENCES

Hospitality Business is my original trade. Here follows the list of further competences gained throughout my carrier in **Training, Communication** and **Human Resources**. I am immediately operational in these fields both in English and French.

- **Analysis** of jobs and work systems
- **Audit, adapt** and **follow-up** existing training sessions
- **Crate** multimedia pedagogical tools and documentation
- **Communicate** within the company or to the outside world
- **Design, set up** and **manage** training programs (material et human means)
- **Hire, train** and **supervise** training and hospitality personnel
- **Manage** hospitality outlets
- **Running training** sessions
- **Translate** professional documents English  French
- **Write** or **answer** to tenders in training activities

ACTIVITY SINCE 2003

I am at present undertaking a sailing voyage. You can join me on the way by connecting to the website <http://voyagealize.free.fr/>

PROFESSIONAL EXPERIENCE

1999 / 2002: Several export missions for the French national association for vocational training, **AFPA** (Association nationale de **F**ormation **P**rofessionnelle pour **A**dultes), Place du Gal de Gaulle, 93000 Montreuil Cedex)

October 2000 / August 2002: **Training Supervisor** for «Orientation and HSES Induction » within the ESSO Chad / Cameroon oil project co-financed by the World Bank. In the end of this mission, I received the «Esso Chad Quality Excellence Award»

- Job:**
- **Take part** in the AFPA team that **analysed** and **answered** to the **tender**.
 - **Design** and **set up HSES** (Health, Safety, Environment and Security) **Training programs** in Chad and. Cameroon. This one-day orientation and induction program was compulsory for both in-house and subcontractor workers entering the project.
 - **Hire and train 10 Chadian et Cameroonian trainers** to run the training sessions (over 6000 staff trained in both countries)
 - **Co-operate with other departments** (Safety, Environment, Human Resources, General Services) to produce selective documents (toolbox meeting subjects, general and specific information posters and leaflets...) upon request from their heads of departments.
 - **Analyse work stations and write** the relevant **job / competences files**. This was done in co-ordination with the Human Resources department to set up the project's carrier follow-up and improvement scheme for Chadian labour.

Strong Points of this mission:

- **Adapt training programs in real time** as the project was developing and new issues were brought forward.
- **Smooth and help good relations and cooperation** between the different communities (over 20 nationalities) represented on this project.
- Allow the **transfer of responsibilities** of the service to the **local trainers** upon my leave.

1999 / July 2000: **Trainer** in hospitality business in **EGYPT** within a tourism development program financed by the Egyptian's National Fund for Development and ACCOR hotels group

Job: **Design, set up and run training programs** for head waiters (6 month training) and hotel assistant managers (9 month training), including courses in hotel management, computing, foreign language (French), gastronomy, art of entertaining and practical restaurant work. The training centre was integrated in ACCOR's Ismaïlia Mercure hotel.

1994 / 1998: **Creator and manager of the restaurant «l'Anvers»**, 2 rue des Trois Rois, 13001 Marseille. Belgian speciality restaurant. 4 staff, 35 covers; annual turnover: 200 000 €; average sale: 12€

1988 / 1991: Several positions (barman, waiter, head waiter) in both chains and independent restaurants

EDUCATION

August / October 2000: Vocational **AFPA** training in «Training Engineering»

1991 / 1993: ECOLE DE SAVIGNAC, 24420 Savignac les Eglises: <http://www.ecole-de-savignac.com/>
International Higher Education Hospitality Managerial School

1986 / 1988: Buckinghamshire College of Higher Education, Chalfont St Giles, U K.
Post Graduate Diploma in Export Marketing

1983 / 1985: Académie Commerciale Internationale, 74 rue de Tocqueville, 75017 Paris. BTS de commerce international. Equivalent to British HND in international trade

1983: Baccalauréat série «B», Académie de Créteil. Equivalent to British A levels in Economy

