

### PROFILE

Junior Buyer with two years' experience in purchasing, English advanced (C1).  
Looking for a VIE opportunity in Europe to grow in procurement.

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### PERSONAL INFORMATION

**Phone:** +33 6 32 38 45 26 (Permanent FR)  
+1 303 709 3450 (Current USA)

**Address:** Saclay 91400  
**Email:** elise.dreux1@gmail.com

**Age :** 24  
**Driver's license :** Valid

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### PROFESSIONAL EXPERIENCE

#### **Aupair – Private family | Janv 2025 – Janv 2026**

*AupairCare Agency – Denver USA*

- Communicated daily English with the family and local contact, full immersion
- Organized educational and recreational materials and events
- Managed household supplies, including shopping, budgeting and meal planning
- Coordinate daily schedules and activities

#### **Junior Buyer | 2022–2024**

*Bouygues Construction – Work–study – Guyancourt FR*

- Sourced and evaluated suppliers to optimize quality, cost, and lead times
- Drafted, reviewed and implemented supplier contract
- Negotiated pricing and terms with suppliers to achieve savings and secure best conditions
- Coordinate with internal clients to align purchasing strategy with operationsl needs
- Supported CSR goals by identifying and eliminating duplicate suppliers to improve efficiency and sustainability

#### **Sale Associate | Nov 2019 – Janv 2021**

*Jeff de Bruges – fixed terme contract – permanent contract – Massy FR*

- Stocking – Replenished shelves and organized merchandise displays
  - Cash Handling – Operated the cash register and processed customer transaction
  - Customer Communication – Informed customer about promotions and special offers
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### EDUCATION

#### **Paris–Saclay University | 2022–2024**

Master's degree in Production Management, Logistics and Purchasing  
Specialization in Supplier Quality and Purchasing Management  
Apprenticeship program

#### **Paris–Saclay University | 2019–2022**

Bachelor's degree in Economics and Social Administration  
Specialization in International Trade

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### CERTIFICATES

#### **60–Hour Intermediate & Advanced English online Course | 2025**

Bunker Hill Community College, in Partenership with Au Pair Weekend

### SKILLS

*Languages :* French (native), English (C1), Spanish (B1)

*IT Tools :* Microsoft office, google suite, Powe BI, SAP

*Professional skills :* Suppliers sourcing, contract. management, negotiation,, internal communication