



# Hi, I'm Mariam

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Dear reader,

Allow me to introduce myself: I'm Mariam, a 27 year old women full of joy and good humor, determined to take on new professional challenges.

My career path began as an administrative assistant, before I became a web publisher for BNP, this transition was marked by a period of intense learning and personal development.

The Covid-19 pandemec made this period particularly difficult, but it also enabled me to prove my resilience and ability to adapt to the most demanding circumstances.

At BNP, I was involved in large-scale projects such as the migration of the BNP website to the new Opentext CMS and more recently, a similar migration for the Fintro brand. These experiences have enabled me to develop solid technical skills, an in-depth understanding of digital communication needs and the ability to manage complex projects.

Beyond technical skills, I learned to communicate effectively with my colleagues and to draw inspiration from daily intereactions to continuously improve. I've often been told that young people lack experience for certain positions, but I'm convinced that we have a lot to offer. I'm ready to demonstrate my value and bring a fresh, dynamic perspective to your team.

Today, I'm convinced that my expertise, autonomy and enthusiasm would be invaluable assests to your team.

I would be delighted to discuss my application with you in an interview at you convenience. Thank you in advance for your consideration of my application.

Mariam Mouhout,

# OVERVIEW

## Specific area of expertise

- Content Management System
- Creating, editing and updating web content
- Project management
- Basic web development
- Design and User experience (UX/UI)

## Sector of activity

- Banking
- IT
- Real Estate
- Communication
- Marketing

## IT Skills

- Microsoft Office
- Html, CSS
- Adobe Suite (Photoshop, Illustrator, Adobe XD, Dreamweaver, After effect)
- Figma
- Opentext, Sitefinity, Sitefactory,
- Adobe Campaign, Selligent
- Affinity Suite (Photo and Designer)

## Main Strengths

- Constantly learning and fast learner
- Hard working
- Autonomous
- Teamwork
- Good communication and interpersonal skills with stakeholders.
- Proactive and efficient

## Languages

Dutch: A2, Elementary  
French: Native Speaker  
English: B2 advanced level

## Specific training

- 2024 Design Thinking - Hub growth tribe
- Opentext, Sitefinity at BNP
- 2021 Affinity Suite (Photo and Designer)
- UI/UX designer / Graphic Designer at ISFSC, 2016-2020
- Figma course Udemy 2024

# EXPERIENCES

**BNP – Bruxelles**

**September 2022– September 2024**

**Web publisher/ Content Manager**

- Migration website

My mission was to migrate BNP's old site to the new Opentext CMS. This included the creation of over 400 pages, making this one of the most important projects for the bank at the time. I worked as a web publisher, attached to the external communications department and in close collaboration with the IT department. Once this migration was complete, another migration was carried out for the FINTRO brand.

## **Approach & main achievements**

- **Creating a Solid Foundation in the CMS:** Setting up the necessary structures and templates for a robust and easily manageable website.
- **Content Migration:** Transfer of existing content to the new CMS in a structured and organized way.
- **Content Import:** Integration and updating of content in the new CMS to ensure that it is up-to-date and accessible.
- **Final Configuration:** Final adjustments and site optimization for optimal performance.
- **Launch of the New Website:** Official launch of the site, ensuring its availability for users.
- **Post-Migration Follow-up and Content Maintenance:** Continuous monitoring and maintenance of the site to ensure its stability and resolve any problems.

## **Technical environment & methodologies**

- **Project Management and Communication Tools:** Wrike: Used to centralize page briefings as tasks and as the primary source of communication between stakeholders.
- **Selligent:** Used for sending daily emails.
- **Content Management Systems (CMS):** OpenText: Managing content with this CMS, including resolving complications and finding solutions to problems encountered. Sitefinity: Content management, providing solutions to various technical difficulties. Task Management and Collaboration:
- **Division of Tasks:** Distribution of tasks among web editors to ensure optimal efficiency.
- **Communication:** Using Wrike and email for day-to-day communication and receiving briefings.

# EXPERIENCES

CAPAC-Bruxelles

June 2021 – September 2022

## Administrative assistante

Pay the insured

manage the files of the insured, process the decisions of the ONEM, manage the payments, verify the information if they are in conformity with the rules of unemployment

## Approach & main achievements

- **Mastery of Unemployment Legislation:** Deepening knowledge of unemployment benefits laws and regulations to ensure compliance and accuracy in case management.
- **Verification of Documents and Information:** Careful examination of the various documents and information present on the software to ensure their accuracy and completeness.
- **Validation and Payment:** Application validation process and payment execution, ensuring that established procedures are followed and regulatory requirements are met.

## Technical environment & methodologies

- **Software and Tools:** – E-future: Used to access folders and manage related information. Epay: Tool dedicated to the management and execution of payments. INSOVERWEB: Used to process decisions and access information on unemployment.
- **Communication Tools:** Microsoft Teams: Communication platform for internal exchanges and real-time collaboration.

# EXPERIENCES

## NODALVIEW - BRUXELLES

January 2020 – April 2020

Graphic Designer / UX/UI Designer

Onboarding Optimization and Graphic Content Creation

During my three-month internship at Nodalview, I had the opportunity to take on the roles of Graphic Designer and UI/UX Designer. This internship enabled me to develop versatile design skills while contributing to strategic projects for the company.

### Approach & main achievements

- **Improved Mobile Application Onboarding:**  
Research and Analysis: Study of user needs to identify friction points.  
Prototyping: Design of interactive prototypes to improve user experience.  
Implementation and Feedback: Collaboration with the development team to implement and refine new functionalities.
- **Creation of Graphic Content for Social Networks**
- **Flyer design for international events:**  
Promotional Design: Creation of eye-catching flyers to promote the brand at international events.

### Technical environment & methodologies

- **Collaborations and Brainstorming:** Inter-Team Meetings: Organizing brainstorming sessions to discuss the next steps of the project. Centralized Feedback: Collection and integration of feedback on the various design proposals.
- **Adobe Suite:** Adobe Photoshop: For creating and editing graphic visuals. Adobe Illustrator: For designing vectors and illustrations. Adobe After Effects: For animation and visual effects.
- **Communication Tools:** Slack: For day-to-day communication and collaboration between team members.

# EXPERIENCES

**Bellepaga— Ixelles**

**Avril 2019– June 2019**

## **Graphic Designer**

This internship at BellePaga allowed me to strengthen my skills in graphic design and branding, while having a direct impact on the brand image and presentation of the products. My experience at BellePaga has prepared me to take on new challenges and make a creative and strategic contribution to your team.

### **Approach & main achievements**

- **Website Branding Redesign:** Visual Design: I developed a new branding for BellePaga's website, creating a coherent and attractive visual identity. Content Creation: I designed clothing illustrations to present their pieces in a clear and aesthetic way on the site.
- **Creation of a New Logo and Branding for a New Brand of Socks:** Logo Design: I imagined and designed a new logo reflecting the image and values of the new sock brand. Global Branding: I established the visual elements of the branding, including the color palette, typography, and graphic styles to ensure visual consistency across all media.
- **Designing Labels for Clothing:** Label Design: I created distinctive and informative labels for the garments, adhering to brand standards and incorporating the necessary information for customers.
- **Creation of Packaging for Sock Packaging:** Packaging Design: I designed attractive and functional packaging for the socks, ensuring that they were both aesthetically pleasing and practical. Illustration and Layout: I illustrated and laid out the packaging designs, making sure that each visual element contributed to the brand image.

### **Technical environment & methodologies**

- **Adobe suite :** illustrator photoshop, inDesign, Adobe XD
- **Tools for inspiration :** Pinterest, Dribbble,...



## LETTER OF RECOMMENDATION

Mariam Mouhout

Brussel, August 6 2024

Dear,

With this letter I would like to recommend Mariam Mouhout for a future position.

She started in my team in summer 2022 as a junior publishing profile, in a short period of time she had mastered the different complicated CMS systems that we utilized. During that time, she was responsible for the migration of our entire client-facing website to the newest CMS ecosystem. At that point no documentation, guidelines and way of working existed, within 3 months' time she was considered an expert of the CMS and contacted by stakeholders throughout the organization for her feedback and perspective.

She has played a pivotal role during and after the migration to the new CMS system with her efficient and detail-oriented way of working.

Though in the end it's not about the CMS or the publishing role, it's about the abilities and skills she's shown to have. In the years she's worked in my team I've seen an efficient, proactive, and positive mentality, her can do mindset and critical thinking is an advantage to have in any organisation. I have seen the ability to grow, willingness to learn and ability to take up even the most complex of tasks. She can manage multiple stakeholders at the same time and has a positive influence on the team.

Within my team the project is ending and in that regards I regretfully must see her leave. I'm certain any new position will give her even more opportunities to learn and grow. I'm confident that great things lie ahead in her future.

Kind regards,

**SEPPE VANDENBROECK**

TEAM LEAD

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