



Miharu Masuda

Executive Assistant - Office Manager

Paris, France

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Links

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Languages

French (Fluent)

English (Fluent)

Japanese (Native)

About

Japanese & French culture sensitivity
Luxury & Fashion Sensitivity
Autonomous - Independant
Ponctual - Dynamic
Discret - Organize
Team spirit

BRANDS WORKED WITH

Fast retailing innovation center paris

Lucien Pages communication

Puig

UNIQLO

Experience



● EXECUTIVE ASSISTANT / OFFICE MANAGER

Puig | Oct 2022 - Mar 2023

Coordination & Management within a Creative studio including 1 director, 2 managers and a team of 15 people : DA, Graphistes, Photographers & Production (Brand : Paco Rabanne, Nina Ricci, JP Gaultier)

- Preparation of advertising campaigns (Print / Audiovisual / Digital)
- Control of director's agenda
- Coordinate with different departments, external collaborators
- Budget, payment control

● OFFICE MANAGER at UNIQLO U

Fast retailing innovation center paris | Nov 2015 - Jul 2022

- Opening and set up the design studio UNIQLO U with Mr. Christophe LEMAIRE in 2015
- Coordination & Management with 2 directors. Team of 20 people : Designers, Pattern makers & Graphistes
- : Planning
 - Plan the studio calendar by season: collection creation, campaign, PR activities
 - Follow and organize the agenda: organize and prepare meetings, fittings, collection presentation to the CEO
 - Coordinate with different departments, external collaborators
 - Organize business trips
 - : Sample control
 - Preparation of prototype samples for marketing, PR activities
 - Collection archive control
 - : Budget, payment control
 - Cost control the budget concerning the studio management
 - Follow the payment procedure on the system
 - Interlocutor between the accounting department and suppliers, collaborators
 - : Administration
 - Ordering supplies
 - Preparation for new employees
 - Welcoming visitors



● COMMUNICATION & CONCEPT DEVELOPPEMENT

UNIQLO | Feb 2014 - Oct 2015

- Event organization in-store
- Selection and purchasing of external products
- Concept creation for decoration with the Visual Merchandising team
- Creation of content for social media



- **Lucien Pages Personal Assistant**

Lucien Pages communication | Mar 2023 - Now

Gestion Administrative : Organiser et gérer le calendrier, planifier les réunions, les rendez-vous, les événements; Gérer les e-mails et filtrer les demandes en fonction de leur importance. Organiser les déplacements professionnels: réservation des billets d'avion, des hôtels, des transferts.

Coordination VIP, Célébrités & Talents : Événement, Gala, Paris Fashion Week - Sacai, Undercover, Y/Project

Suivi des relations presse : Assister dans la gestion des relations avec les médias et les journalistes, en les contactant, en répondant à leurs demandes d'informations, en organisant des interviews.

Education & Training

1997 - 2002

- **Aoyama Gakuin University**

Master, Master in French Literature