

COUPARD Léana

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Lyon, France.

Final-year Applied Foreign Languages (English, Chinese) and International Relations student, interested in international business, and risk management. Looking for a 4- to 6-month internship (starting January 2027) to apply language, analytical, and organizational skills in an international environment.

EDUCATION

Licence Lettres Étrangères Appliquées English, Chinese (equivalent to a Bachelor of Arts) at ESTRI, Lyon.
September 2024 – May 2027

Three-year university degree combining advanced language training with international business, economics, law, and cross-cultural communication.

Diplôme Universitaire (University Diploma) in International Relations at ESTRI, Lyon.
September 2024 – May 2027

Postgraduate Diploma focused on understanding international organizations, contemporary geopolitical issues, and applying language skills in global contexts.

Baccalauréat Général (equivalent to A-Levels).
2024

Specialities: Economics and Social Sciences, English in the Contemporary World, Mathematics .

RELEVANT EXPERIENCE

Administrative Assistant Intern at HB Intérieur.
May 2025 – June 2025

Assisted in preparing quotes and invoices, managing emails and bank statements, and organizing and archiving financial documents.

Software used: DevisPro, Microsoft Excel, Microsoft Word.

Volunteer, French Red-Cross.
2025 and 2026

Multidisciplinary academic tutoring (*history and geography, maths, French and English*) for secondary school pupils.

Volunteer, Trail de Lyon.
2025 and 2026

Directed runners along the course, helped secure the venue and race area, and assisted participants throughout the event.

Finance and Business Team, Babels de l'ESTRI
December 2025

During my second year at ESTRI, I actively participated in the “Babels de l'ESTRI” project, a professional simulation involving 120 local and Erasmus students working on international expansion strategies (Canada).

I managed the financial planning, secured sponsorship strategies, and drafted formal correspondence for local authorities, all in English.

SKILLS AND CERTIFICATIONS

Power BI : Data Methods (LinkedIn Learning, in progress)
Excel : Data Analysis (LinkedIn Learning, completed)
Microsoft Office (Word, Excel, PowerPoint), intermediate to advanced level.
SQL : foundational knowledge (queries, joins, subqueries)
First Aid Certificate (PSC1), La Croix-Rouge (French Red Cross)

LANGUAGES

- **French**, Native
- **English**, C1 (Cambridge C2 in preparation)
- **Spanish**, B1
- **Mandarin**, A2 (progressing towards B1)