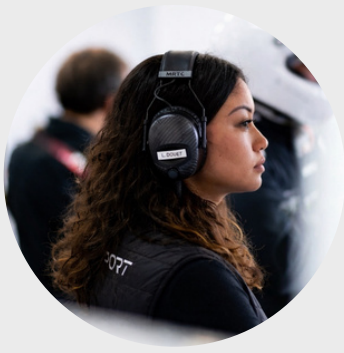




# LISA DOUET

## TEAM COORDINATOR & COMMUNICATIONS MANAGER

Versatile individual, able to adapt quickly, combining organizational skills, independence and a strong team spirit.

### CONTACT

✉ lisadouet@outlook.com



📄 Permis B

📍 Var (83)

### FORMATIONS

#### ● ESG SPORT - BAC+3

Bachelor's in Communication and Event Management.

#### ● UNIVERSITÉ DU MAINE - BAC+3

General Law Degree.  
From 2018 to 2022.

### SKILLS

- Organization
- Adaptability
- Thoroughness
- Ability to work independently
- Creativity.

### LANGUAGES

French : native language.  
English : B2 level.

### IT SKILLS

**Proficient** : Canva, CapCut, Illustrator, Lightroom, Microsoft Office, Wordpress.

**Knowledgeable** : InDesign, Photoshop, Première Pro.



LINKEDIN

### PROFESSIONAL EXPERIENCE

#### Team Coordinator & Communications Manager FREE-LANCE

Since May 2026

**Team Coordinator** : Duqueine Team - 24 Hours of Le Mans 2026.

#### Communications Manager IDEC SPORT Racing, Var (83)

1 year and 5 months

**Digital Communication & Social Media**: Writing and publishing content for social media, creating and updating websites. Collaboration with Genesis Magma Racing (2025-2026 season) and the drivers' community managers.

**Press Relations & External Communication**: Managing media requests and coordinating interviews, organizing press conferences and maintaining relationships with journalists.

**Events & Hospitality**: Coordinating communication operations during events (24 Hours of Le Mans, ELMS, Track Days, Seminars, etc), managing invitations and monitoring guest lists. Providing logistical support for reception and hospitality operations and preparing communication materials (brochures, leaflets, invitations, promotional items).

**Creation of Communication Materials**: Designing and laying out print and digital materials (posters, flyers, newsletters).

**Partnership & Sponsorship Management**: Monitoring sponsors' and partners' visibility commitments and coordinating with partners to enhance their brand image.

#### Team Coordinator & Community Manager SAINTÉLOC Racing, Auvergne (42)

6 months

**Logistics**: Booking hotels, catering/restaurants, flights, rental cars, ATA carnets, creating roadbooks and managing on-track logistics. Handling orders for drivers' suits and teamwear.

(FRECA, FRMEC, Macau Grand Prix, F4 Spain, and Eurocup 3).

**Communication**: Managing social media and redesigning the website, announcements & press releases, press relations and creating visuals: timetables for each category, race week materials, autograph cards and graphic charter creation. Collaboration with drivers' managers and championship organizers.

(FRECA, FRMEC, Macau Grand Prix, F4 Spain, Eurocup 3, GTWC, 24H Series, GT4 France, FIA MsG).

#### Event & Community Manager R-ace inside, Vendée (85)

1 year and 4 months

**Events**: Preparing track days (creating badges, scheduling each client's sessions, setting up structures, welcoming and assisting clients), logistics (catering and monitoring teamwear inventory). Preparing Christmas booths, immersive weekend events, workshop visits with guest reception, presenting categories/cars and introducing teams.

**Communication**: Managing social media and updating the website, creating communication materials (flyers, promotional visuals, posters, etc) and collaborating with influencers.

#### Community Manager R-ace GP, Vendée (85)

1 year and 4 months

Community management & Social Media Manager pour FRECA, FRMEC, F4 Italie et Michelin Le Mans Cup.