



Reagan INTOLE

28 years old, Congolese nationality
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**Master's degree (Master 2) student in International Business Law
at Université Paris II Panthéon-Assas and UEL (Vietnam)**

| Skills

- High moral integrity ;
- Sense of cooperation and conversation ;
- Open-minded ;
- Team spirit ;
- Passionate about non-profit work ;
- Capacity to deliver knowledge ;
- Perfect mastery of teaching ;
- Capable of multitasking ;
- Writing and editorial skills ;
- Good communication skills ;
- Capacity for adaptation.

| Professional experiences

Institut d'Echanges Culturels avec la France, IDECAF
Ho Chi Minh City, Vietnam
December 2015 - April 2016

Teacher of French as a foreign language and legal French (lecturer)

ELAEIS ONGDH, Kinshasa
Democratic Republic of the Congo
December 2014 - September 2015

Program officer

In charge of:

- Contributing to the creation, planning, launching and follow-up of ELAEIS ONGDH projects ;
- Setting up missions and scheduling meetings and information sessions ;
- Analyzing and preparing estimations on supplies and non-supplies needs ;
- Updating the case file ;
- Ensure the respect of deadlines ;
- Drafting and updating agreement letters with partners ;
- Analyzing and correcting contracts' terms ;
- Assess the projects' effectivity ;
- Monitor the correct payment from the operational partners ;
- Regularly preparing activities and reviews on projects ;
- Centralizing information for the executive Chief.

Other experiences: trainer in Human rights

In charge of the following modules:

- Introduction to Human rights ;
- Economic, social and cultural rights and matters of liability ;
- Gender ;
- Introduction to environmental law ;
- Child protection ;
- Speech techniques (advocacy of children).

NGO « International Rescue Committee, IRC »

Democratic Republic of the Congo

September 2014 - November 2014

Regional assistant in Human Resources (temporary)

In charge of:

- Preparing payments, tax return and taxes (DGI, INSS, INPP, ONEM) ;
- Preparing declarations on any changes regarding employment contracts ;
- Updating the tracking of international staff's time off ;
- Following the local staff timesheet and controlling the drivers' night shifts ;
- Preparing several correspondences on request of the line management ;
- Ensure the logistical support for recruitment (contacting applicants, organizing tests) ;
- Preparing payments for medical bills of local staff ;
- Sorting documents and several human resources files ;
- Executing any other task on request.

Higher Education Institutions

Institut Supérieur Polytechnique-Université (ISP-U) et Institut Supérieur de Commerce et de Management (ISCOM Groupe CEREC)

Brazzaville, Republic of the Congo

October 2012 - December 2013

Temporary worker in charge of the following modules:

- Class on correspondences (administrative, commercial and legal correspondence) ;
- Class on administrative organization (Administrative law) ;
- Class on transportation pricing ;
- Class on the transport industry and economics.

NGO « International Rescue Committee, IRC »

Democratic Republic of the Congo

Novembre 2010 - September 2012

Secretary - receptionist In charge of:

- Welcoming guests ;
- Taking in and distributing mail ;
- Ensuring the sorting of electronic documents from the Administration ;
- Preparing coupons for medical assistance for employees and their relatives ;
- Establishing tables on the follow-up of timesheet ;
- Ensuring the photocopy of several documents (e.g. payment proofs) ;
- Ensuring the scan and sending of documents ;
- Taking care of calls ;
- Writing reports on meetings ;
- Writing administrative correspondence on requests ;
- Handling the agenda (updates on Outlook including bookings and provision of supplies) ;
- Seeking approval from the line management for documents ;
- Ensuring the delivery of documents after signature ;
- Executing any other useful and necessary task on request.

Education

Master's degree in International Business Law (Master 2 Recherche) -

Sept 2016 - today

Université Paris II Panthéon-Assas in partnership with Vietnam National University (University of Economics and Law in Ho Chi Minh City)

Studied courses - business tax law, business criminal law, international labour law, arbitration law, financial law, Dissertation -

Master's degree in International Business Law (master 1) - 2015 - 2016

Université Paris II Panthéon-Assas in partnership with Vietnam National University (University of Economics and Law in Ho Chi Minh City)

Studied courses - company law, contracts law, intellectual property law, international business law, trade law and international investments, WTO law-

Bachelor's degree in Economic and Social law (master equivalent) 2009- 2011

With merits, University of Kinshasa (UNIKIN)

School of Law, major in « tax law »

(Kinshasa, Democratic Republic of the Congo)

Graduate diploma in Economic and Social law (bachelor equivalent) 2006- 2009

With merits, University of Kinshasa (UNIKIN)

School of Law, major in « tax law »

(Kinshasa, Democratic Republic of the Congo)

Languages

French (native tongue), **English** (good), **Lingala** (good command), **Vietnamese** (beginner)

Computing skills

Good command of computing tools: MS office (Word, Excel, Publisher, Front page, Power point, Outlook ...).

Other courses

- **Access test 2016 for diploma of aptitude teaching french as a foreign language (test d'accès 2016 au diplôme d'aptitude à l'enseignement du français langue étrangère, DAEFLE)**, Alliance française Paris-Ile-de France with french institute of Vietnam since the 1st September 2016 ;
- **Summer University for french speaking student in Asean region, Bangkok 2016**, from 11 to 17 july organized by Rangsit University (Thailand) and “ Agence universitaire de la francophonie (AUF)”, different linguistic and cultural activities around the theme “ valoriser le patrimoine naturel et culturel par le dynamisme regional ”;
- **Project cycle management**, The carter center/ House of Human Rights (2015), Kinshasa, Democratic Republic of Congo ;
- **Monitoring and evaluation**, The carter center /House of Human Rights (2015), Kinshasa, Democratic Republic of Congo ;
- **Survey methods**, ELAEIS ONGDH in partnership with the Department of Demography of the School of Economics and Management, University of Kinshasa, April 2015 ;
- **Legal English** (Summer classes 2011) at University of Kinshasa in partnership with UNIVERSITAT WURZBURG ;

- **Marketing Management** (2010) at Centre Experts Marketing and Management Association (University of Kinshasa).

| Publications

- “WTO law and Agriculture: analysis on the access of developing countries to agricultural markets” (“ *Droit de l’OMC et l’ Agriculture: analyse sur l’accès des PED-PMA aux marchés agricoles*”) Dissertation (memoire), Master’s degree in International Business Law (Master 2), University Paris II Panthéon-Assas, 2016-2017.
- “The impact of tax evasion on State revenues in the Democratic Republic of the Congo” (« *L’incidence de l’évasion fiscale sur les recettes de l’Etat en République Démocratique du Congo* ») Dissertation (mémoire), School of law, University of Kinshasa, Democratic Republic of Congo, 2011.
- “The characteristics of the tax system in developing countries: a study of the Democratic Republic of the Congo, Sri Lanka and Guatemala”(« *Les caractères criants du système fiscal des pays en développement: cas de la R.D Congo, Sri Lanka et Guatemala* »), End-of-cycle dissertation, School of law, University of Kinshasa, Democratic Republic of Congo, 2009.
- “*An introduction to Human Rights*”, “*An introduction to child protection*” and “*Gender and development*” Training modules intended for Human Rights activists, ELAEIS ONGDH with the support of OSISA D.R Congo.

Hô-Chi-Minh City, 07 february 2017

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