

# INTERNSHIP REPORT



Episode  
Atelier graphique\_\_\_\_\_

# TABLE OF CONTENTS

01

COMPANY  
PRESENTATION

12

APPENDIX

05

DEVELOPMENT

13

CONCLUSION

# COMPANY PRESENTATION

Episode Atelier Graphique is a two-person agency specialised in print and design for wedding invitations, events (parties, dinners, corporate functions) but they also do branding, logo design and print. Alexandra and Catherine are the perfect partners.

Collaborating with them was not only insightful but a pleasure as they are always open, curious and excited to design and learn. The pair started almost a year ago and they are definitely here to stay.



“Complete personalized  
experience for your taste and vision”



Logo design

Birth announcements

Branding

Made-to-order creations

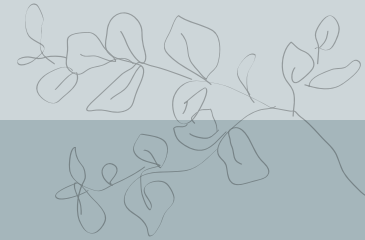
Event management

Wedding invitations

Print

# Work at the agency

As soon as I met Alexandra and Catherine I was sure that I wanted to do my internship in their agency. Episode atelier graphique is a small agency which means the work flow is non-stop. From managing contracts to painting watercolor wonders and running to the printers, Alexandra and Catherine handle it all like the professionals that they are. Something that inspired me was their attitude towards high pressure situations, the two always handle every challenge with a smile on their face and with motivation and drive.



Focusing on the positive and encouraging each other is part of their work-ethic which makes you want to perform at your very best and is highly motivating. They are always keen to challenge themselves with new projects and learn new programmes and/or concepts which is truly essential in this field. I learned how to work faster and better to satisfy the clients demands.



# DEVELOPMENT

I'm extremely grateful with the amount of trust and independence I was given during this internship, I was trusted with real projects and I felt that my opinion and ideas were valued and taken into consideration. They have understood that working as part of a team is crucial in an agency and that we can constantly and always learn from the people that surround us. Connecting, listening and sharing ideas is how you achieve a great concept which is what they strive to do everyday. My tasks were very diverse, from personalised creations where I had to listen and adapt to the client's dream and expectations to creating designs for more corporate companies.

I loved using my drawing skills to create a wedding invitation for two pharmacists who wanted a pure design, with medicinal plants for a personal touch. I also took charge of their social media account and created animations and posts for their feed and their instagram to reach a larger audience. I worked on a project for a client with a very particular taste and original demands, even though I personally did not agree or like what she wanted I managed to make the best possible designs and meet her expectations.

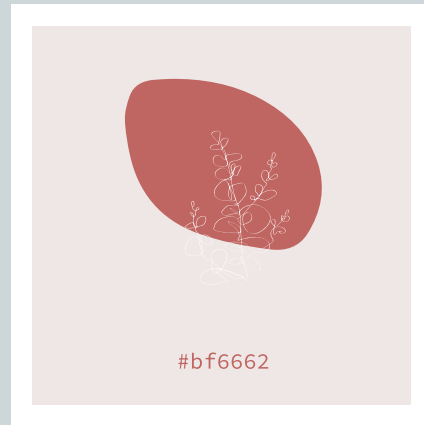


# Social media

These are some of the instagram posts I created during my time at Episode.  
One of them is an animation of a spring inspired colour palette as these are very trendy amongst people and designers lately.







# Easy partners

Creation of flyers, folders and business cards for a multidisciplinary company based in Belgium.



## EasyPartners

Optimisons et structurons ensemble vos RH

EasyPartners place au centre de ses préoccupations la pluridisciplinarité dans son équipe! Notre équipe est constituée d'hommes et de femmes qui sont parmi les meilleurs sur le marché en terme de ressources humaines (audit de masses salariales, identification des aides et des subsides, accompagnement à la sortie d'un travailleur, interim management...) et de Tax & Finances (précompte professionnel et précompte immobilier). Des compétences qui sont optimisées tous les jours afin d'être les plus performantes, et ce à votre service.

### Nos valeurs

**HUMAIN**  
Au centre de nos préoccupations.

**DIRECTION**  
Accompagnement vers les meilleures solutions RH.

**ENGAGEMENT**  
Une vision Win-Win entre toutes les parties.

**PROXIMITÉ**  
Une entreprise Belge, proche de ses clients.

**AUTONOMIE**  
Accompagnement dans l'évolution de votre entreprise pour gagner en autonomie.

**COMPÉTENCES**  
Développement de vos compétences et celles de vos salariés.

**EasyPartners s'engage à vos côtés pour gagner en optimisation de vos RH.**

**+ de 250 aides!**  
(Wallonie - Bruxelles)  
Et si nous analysons cela ensemble pour votre structure?

### AIDES ET SUBSIDES y avez-vous songé?

**INVESTISSEMENTS GÉNÉRAUX**

- Immobilier
- Travaux, aménagements
- Mobilier, équipement, matériel, informatique
- Matériel roulant (nouveau)
- Fonds de commerce
- Brevet, marque, méthode

**INVESTISSEMENTS SPÉCIFIQUES**

- Mise aux normes
- Séjourisation
- Accessibilité
- Troubles du voisinage, Site pollué et plantation
- Low Emission Zone
- Emballage entreprise

**RESSOURCES HUMAINES**

- Recrutement
- Mitigation des compétences
- Formations
- Crèches

**AUTRES MÉCANISMES**

- Indemnisation chômeurs
- Convoitance
- Étude de marché
- Étude juridique
- Étude de faisabilité technique
- Prévention du burn-out
- Site Web et e-Commerce

**ET BIEN D'AUTRES ENCORE**

## EasyPartners

L'innovation dans les ressources humaines

### AUDITER ET OPTIMISER

Grâce aux audits mensuels EasyPartners, nous identifierons les optimisations possibles pour vos structures rétroactivement jusqu'à 5 ans!

- Duriers engagés
- Contrats et réductions GHSS
- Précompte professionnel
- Coûts des Indemnités
- Coûts des services RH (GSA, SEPP, Conscience...)
- Outils de Gestion RH

### ACCROÎTRE SES EFFECTIFS

Faire croire son entreprise n'est pas chose aisée. Aux difficultés de rencontrer le bon candidat s'ajoute la démultiplication des mécanismes et des législations en vigueur.

- AIDE À L'ENGAGEMENT** : mise en place et suivi sur toute la période
- PFI** : mise en place du contrat
- COUP DE POING PÉNURIE** : vous avez plus de 8 postes ouverts au sein de votre entreprise, nous vous apportons une solution sur mesure
- CRÉATION/AMÉNAGEMENT DE PACKAGES SALARIAUX** : Construction de packages salariaux
- STRATÉGIE D'ENGAGEMENT** : quels mécanismes exploiter, dans quel ordre et à quel moment?!
- RECRUTEMENT DE CADRES** : Définition de la description de fonctions, publications des annonces, entretien des candidats.

### FORMER SON PERSONNEL

La formation est un des maillons indispensables à l'évolution de l'entreprise mais également à l'épanouissement des collaborateurs!

- DISPENSE PRÉCOMPTÉ** : Formations
- PFI** : Mise en place du contrat
- COUP DE POING PÉNURIE**
- CONGÉ-ÉDUCATION** : Mise en place du mécanisme et suivi
- FONDS SECTORIEL** : Formations autres que le fonds sectoriel

### EXTERNALISATION

Afin de compléter sa gamme de services, EasyPartners propose l'externalisation de ressources adaptées aux PME wallonnes et bruxelloises.

- Bureau de gestion sociale (HORECA (CP 302)
- Gestion des Paies « Administrateurs »
- Interim Management Payroll (Hard)
- Interim Management HR (Soft)
- Support juridique : Règlement de travail, Contrat de travail, poignées...
- Gestion Indemnité « Outplacement

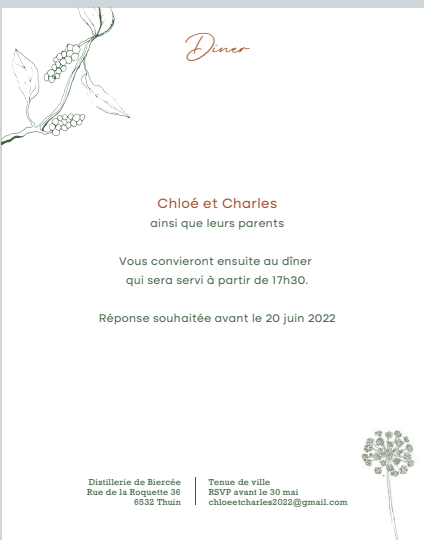
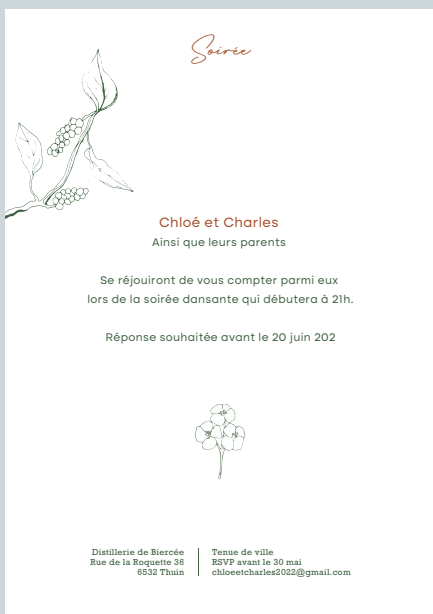


# EasilyContact

Externalisez votre service commercial

# Wedding Invitation

This was my favourite project, learning about the couple's universe and tailoring their perfect invitation for their union was fun, creative and touching. They are both pharmacists and wanted a pure invitation with medical plants that I drew by hand. We chose a sage colored envelope to go with the design.



MONSIEUR ET MADAME JEAN-PAUL DELPLANCO-RICHARD  
MONSIEUR ET MADAME JEAN-MARIE BUGHIN-LIAGRE

ONT LA GRANDE JOIE DE VOUS FAIRE PART  
DU MARIAGE DE LEURS ENFANTS

*Chloé et Charles*

ILS VOUS INVITENT À PARTAGER LEUR BONHEUR  
ET À ÊTRE TÉMOINS DE LEUR ENGAGEMENT  
AU COURS DE LA CÉRÉMONIE RELIGIEUSE CÉLÉBRÉE  
PAR L'ABBÉ PASCAL CAMBIER  
EN L'ÉGLISE SAINT-MARTIN DESTINNES-AU-VAL

LE SAMEDI 30 JUILLET 2022  
À 12 HEURES

*Reception*

*Dinner*

*Sweets*



# APPENDIX

## STUDENT EVALUATION

INTERN	REVIEWER
Full Name: Louise Treadwell	Full Name: Alexandra Bedoret
Section & Year: Communication Design	Company: Episode Atelier Graphique
Academic Year: Y3	Job Title: Co-founder

I certify that the student was on time and present every day from [date]24/03 till 15/04...

Brief description of performed activities:

Graphic charts, creations, layout and illustrations for private and professional client project. Wedding and birth announcements as well as the transcription of visual identities.

Appreciation	1	2	3	4	5	6	7	8	9	10
General behaviour									9	
Integration into the team									9	
Motivation, tenacity									9	
Communication, Sociability									9	
Curiosity									9	
Creativity, imagination								8		
Technical knowledge									9	
Critical thinking and analysis								8		
Operational competence									9	
Quality of work									9	
<b>Total Score</b>										<b>/100</b>

The CAD student was particularly good at:

Her technical skills and the execution of her work, her efficiency and motivation.

The CAD student could have been better at:

Punctuality and rigor.

Signature of the Internship supervisor:



# CONCLUSION

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My internship at Episode was a real pleasure, I loved working alongside Alexandra and Catherine and I learned a lot from their work-ethic, attitude and social awareness. This internship taught me that people skills are extremely important in this domain, the way you express yourself and the manner in which you pitch your ideas and projects to clients is a huge part of the job and it can make or break your success. I am thankful that C.A.D has taught me to be polyvalent and not to be afraid to try everything, our diverse classes have given us a taste of everything which has allowed me to be useful, needed and pro-active in my internships. Alexandra helped me navigate difficult clients, guide them in order not to explode their budgets and manage unrealistic expectations. I learned more working on projects that I did not like than the projects that were to my taste.

We managed to make the best out of any situation and see the good in everything. I loved this internship as it was different from all the other internships I did during my studies at C.A.D, these projects were personal, touching, full of emotion, love and joy since we did a lot of marriage invitations and birth announcements. I realised I much prefer and am more comfortable working in small structures, I enjoyed the proximity to the clients and my co-workers. I am very thankful of the care and attention provided by Alexandra and Catherine as this is definitely my favourite experience in an agency and has made me excited for my future career.

Episode  
Atelier graphique\_\_\_\_\_