

*This CV is anonymous for security purposes - In order to obtain access to this candidate, you must be an identified business*

## ALL JOB POSITION (Student ...

University (2 years completed) - Junior  
59120 Loos  
Région Nord-Pas-de-Calais  
France

Make the most of my skills to contribute to a lively companie's growth.

## Work experience

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- Since November 2007 **Trainee**  
Mission : To update datas on the website (for Belgium and Mexico)  
Means : To describe franchisors, To send newsletters...
- May 2007 **Accountant**  
September 2007  
Mission : Accountancy  
Means : To enter into the books every documents  
To update the outstanding bills  
To establish profit & loss documents, balance sheets
- February 2007 **Trainee**  
May 2007  
Mission : Update of data bases  
Various classifications  
Means : Excel
- November 2006 **Person in charge for organization of travel**  
March 2007  
Mission : Organize a travel in Spain for teenagers  
Frame young people (56 teenagers)  
Means : Phone, Fax, Mail, Computer (Excel, Word, Web)
- January 2006 **Voluntary**  
June 2006  
Mission : Voluntary in homework help for children (from ten to sixteen-year old)
- March 2003 **3 day training period**  
March 2003  
Mission : Evaluation and updating of stocks

## Diplomas and education

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- Since September 2006 **Lycée Européen Montebello - Lille**  
BTS : equivalent of HNC in three languag Secrétariat  
Area of specialisation : French, English and Spanish
- September 2005 **Lycée Européen Montebello - Lille**  
June 2006  
Baccalauréat STT mention assez bien: the equivalent of A Levels  
Area of specialisation : accountancy, management, computer science, economy, law, English, Spanish
- September 2002 **Collège Albert Debeyre - Loos**  
June 2003  
Brevet des Collèges (equivalent of GCSE)

## **Computing skills**

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### **Software**

Word, Excel, Access, PowerPoint, Publisher, Ciel Compta

### **Languages**

Windows 2000, Windows XP, Windows Vista

### **Additional information**

Internet

E-Mail

## **Language skills**

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### **English**

Speaking competence : Intermediate

Written competence : Intermediate

### **Spanish**

Speaking competence : Native speaker

Written competence : Native speaker

## **Various**

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### **Baby-sitting**

From five to nine-year old

### **Music**

Musical theory

Playing the guitar

### **Trips abroad**

Belgium

Spain

Turkey

Switzerland