

Education

2010 – 2011	Multimedia Production Award Fetac Level 5, St.Colman's College, Midleton (Ireland)
1998 – 2001	Higher National Diploma in Communication Design, Newham College, London (UK)
1984 – 1987	Bachelor of Arts in Business English, Université de François-Rabelais, Tours (37)
1982 – 1984	HND in Secretarial Studies, Lycée Voltaire, Orléans-la-Source (45)
1982	French baccalauréat in literature and languages, Lycée en Forêt, Montargis (45)

Computer Skills (PC/Apple Mac) and Languages

- Graphic and Web Design: QuarkExpress, Photoshop, Illustrator, Dreamweaver, Flash
- Office: Microsoft Publishing 2007 and Lotus Notes (typing speed: 55 words/minute)
- Fluent spoken and written English and French (mother-tongue)

Employment History

Oct – Dec 2011	Documentalist at the Information and Documentation Centre of the LYCEE AGRICOLE DU CHESNOY • Reception of deliveries and mail, sorting, recording in the database and filing of new books and magazines • Processing book loans/returns using the BCDI software, assisting students and teachers in their research • Translating into English the web pages relevant to the Chesnoy high-school
Apr – Aug 2011	Bilingual Personal Assistant at SOCIETE GENERALE Banque de Financement et d'Investissement • Keeping two managers' diaries • Organising meetings, booking rooms, dealing with travel arrangements for the team • Submitting the managers' expenses • Sorting the mail and pay slips, ordering office stationery, filing, photocopying
2005 – 2011	Living in Ireland. Giving private French lessons at home and studying
2003 – 2005	Bilingual Property Damage Account Handler in the International Division of SBJ LTD (London) • Preparing insurance quotes, slips and endorsements for policy renewals and new business within tight deadlines • Translating insurance proposals submitted by French insurance brokers on behalf of corporate clients • Liaising with French and English brokers on the phone, by email and faxes
2001 – 2003	Training Administrator in the Human Resources department of SCOPE , a national charity for people with cerebral palsy (Head Office, London). • Intranet Editor, publishing the training calendar and general information on the various courses on the Scope website • Personal Assistant to the Training Manager • General administration duties
1998 – 2001	Full-time student
1991 – 1998	Bilingual Underwriting Assistant at AXA CORPORATE SOLUTIONS (London) • Assisting a senior international property underwriter with policy renewals and new business brought in by UK brokers or the French head office (« fronting ») Bilingual Personal Assistant to the General Manager and Underwriting Manager until 1994 • Organising meetings and taking notes, translating mail, dealing with expenses, preparing spreadsheets for monthly premium income, filing, ordering stationery, photocopying
1989 – 1991	Quality Control Assistant at the semi-conductor manufacturer Hewlett Packard (Ipswich, UK)
1988 – 1989	Bilingual Commercial Secretary at a tyre manufacturer, Kleber Ltd (Stoke-on-Trent, UK)
1987 – 1988	Language assistant at two High Schools in Ipswich (UK)

Interests and Personal Details

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| • Long walks | • Photography | • Internet and design |
| • Reading thrillers | • International cooking | • Car-boot sales |