

## CURRICULUM VITAE - Englishonline.free.fr

**Name :** Aurélie LAMBERT  
**Date of birth :** February 20, 1980  
**Nationality :** French  
**Sex :** Female  
**Marital status :** Single  
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**Qualifications :** 1998-2000 : BTS Assistant de Gestion PME-PMI - French/English/Spanish  
*(the French equivalent of HNC Personal Assistant)* - Marseille  
  
1997-1998 : first year in English studies at Aix en Provence university  
  
1997 : Baccalauréat STT *(the equivalent of A Levels: French, English, Spanish, Secretariat, Accountancy, Marketing)*

**Experience :** June-Aug. 1999 : assistant secretary at Marignane International Airport - Marseille  
*Sorting the mail, typing letters, sending faxes, answering the phone, follow-up of orders, organizing meetings and business trips.*

Jan.-April 1999 : English translation work for the Web site of the school (Lycée Marcel Pagnol) one day per week - Marseille

Nov.-Dec. 1998 : 6-week work experience as personal assistant trainee at PLM La Ciotat (canning manufacture)  
*Sorting the mail, typing letters, sending faxes, answering the phone, contacting clients, follow-up of orders, organizing meetings and business trips, laying out ads, attending meetings with the staff and with clients.*

July-Aug. 1998 : assistant secretary at Gemplus (smart card manufacturer) - Gemenos  
*New layout of the internal brochure, preparation of transparencies and literature for the safety manager's conference to the personnel.*

April 1998: various secretarial tasks at Panzani (pasta manufacturer) - Marseille.  
*Mail, keeping of the manager's appointment planning, data entry*

July-Aug. 1997: waitress in a bar in Cassis every weekend.

1996: baby-sitting regularly.

1995: activity leader in a children's outdoor center during the school holidays.

**Skills :**

**Languages :**

**Software :**

mother tongue : French

Word 6+7

fluent English

Excel 7

intermediate Italian

Access 7

basic Spanish

PowerPoint for Windows

a few notions of German

PageMill for the Internet

Internet Explorer and Outlook

**Activities  
/interests :**

Children's activity leader  
certificate

Clean driving licence

First aid certificate

Baby-sitting

I am very accurate in the tasks I  
perform.

Tennis, health and fitness,  
reading, going to the  
movies

I am articulate, well-organized and  
flexible.

travelling (Britain,  
Germany, Spain)

I enjoy practising foreign languages,  
travelling and having responsibilities.

**References :**

High school head master, ...

English teacher, ...

Personnel Manager, ...