

# Charlotte Loveshherjob

Use a high quality picture ideally taken by a professional photographer



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D.O.B.: 25.06.1984  
Nationality: Swiss  
Marital Status: Single

## Career Objective

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Conscientious, flexible and organised administrative assistant currently seeking a new position as an Executive Assistant for a global company. A highly dynamic person with a thorough knowledge of French, English and German.

These are key parts of your CV. The recruiter will not go further if you do not demonstrate your abilities

## Key Competencies

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- Highly dynamic person with a thorough knowledge of French, English and German.
- KPI analysis

## Professional Experience

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### Administrative Assistant in the Sales Department, G. Int., Geneva

(October 2011 – Present)

Achievements and responsibilities:

List only tasks with an added value

- Organising company tours for clients
- Handling telephone calls and managing reception
- Correspondence in French and English
- Tracking of invoices
- Managing the Marketing Director's agenda and organising meetings
- Preparing PowerPoint presentations
- Taking minutes
- Generating statistics
- Compiling reports
- Responsible for training new department employees
- Organising employee seminars
- Translating reports and articles
- Monitoring performance indicators and analysing competition

**Administrative Assistant, DEF International, Nyon**  
(June 2009 – April 2011)

Achievements and responsibilities:

- Handling telephone calls and reception duties
- Correspondence
- Tracking of invoices
- Organising meetings and seminars
- Preparing PowerPoint presentations

**Administrative Assistant, ABC, Lausanne**  
(October 2007 – May 2009)

Achievements and responsibilities:

- Preparing documentation for clients
- Organising meetings and seminars
- Translating documents from English to French

**Education**

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**International House Berlin**

(February - June 2009)  
Diploma of the Goethe Institute, level B2

**University of Lausanne**

(2002 – 2008)  
Bachelor of Arts (English Major, Minor in French and Social Sciences)

**Cessrive cantonal secondary school, Lausanne**

(1999 – 2002)  
Maturité Fédérale (Baccalaureat) in Modern Languages

**Languages**

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French	Mother tongue
English	Advanced (level C1)
German	Intermediate (level B2)

Using the European system allows an immediate evaluation of your proficiency. [Learn more](#)

**IT Skills**

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- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint as well as Photoshop