**Bilingual administrative assistant**

Stéphanie Boyd

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 7 years of experience

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Employee committed in combining a keen sense of responsibility, anticipation and confidentiality with an understanding of operational and strategic issues.

demonstrating: proactivity - Force of proposal - Creativity in problem solving - Autonomy - Rigor - Reliability - Commitment.

Skills

Foreign languages

English: Bilingual

Spanish: fluent

Russian: Intermediate

Organization

Planning and priority management

Planning and preparation of meetings

Organization of complex international trips

Organization of events, on and off site

Complex and moving agenda management

Communication

Information coordination - internal and external - High-level contacts

Design, drafting and interface formatting of documents, in French and English (correspondence, press releases, presentations, meeting minutes and various communication media)

Active management of mail and electronic mail (analysis, referral, response)

Translation - Interpreting

Management & Control

Development of activity monitoring and decision support tools (summaries, dashboards, databases, etc.)

Streamlining procedures and optimizing costs

Management of expense reports and budget monitoring

Control of administrative documents and procedures

Monitoring of decisions and deadlines - Reminders

Coordination and management of projects (moves, systems and procedures, seminars

Office: expert mastery of the Microsoft Office suite (spreadsheet and word processing)

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Specific qualities

Excellent personal organization

Adaptable, open minded

Keen eye for detail and thoroughness

Operational quickly thanks to my natural curiosity combined with my research and synthesis skills

Expert use of office tools (word processing, spreadsheet)

With excellent interpersonal skills, a "results" orientation and a pronounced taste for challenges

Doté(e) d'un excellent relationnel, d'une orientation « résultats » et d'un goût prononcé pour le challenge

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Training

Master 1 in foreign languages ​​and communication (English and Spanish) - Sorbonne University (Paris)

CEFR (Common European Framework of Reference) in English

Certificate of Associate Member of the Association of American Translators (ATA) Code of Professional Ethics and Business Practices.

Professional experiences

Currently on a temporary assignment as examination manager within the DGAC (Ministry of Ecological Transition, Paris)

2019/2020: bilingual guest service hostess / executive assistant - various temporary assignments (Manpower, Actual Group), Paris , france.

2017/2018: Sunshine Holiday RV Park Oakland Park, Florida; Bilingual administrative assistant / receptionist

2016 / June 2017: Bilingual account manager - zara.com, Lynchburg, Virginia (United States)

2009/2015: Syntax France - freelance translator (mainly on SAP)

2004/2008: International Risk Control - Jupiter, Florida, USA; subsidiary of AON horizon consultants Inc. (head office, New York) - assistant to the CEO.

2000/2003: Tiscali Télécom Europe, Paris; Assistant to the Sales Director, and assistant ADV

1996/1999: Saint james’s cLub (luxury hotel), Antigua, Caribbean; tourism and events manager, reception and VIP customer service

1993/1996: Office manager, international Translation services, Moscow, Russia

1994/1996 : Professional Translation Services (Moscou, Russie) ; **Office Manager**

*Added value*

My professional career has developed my adaptability and a constructive mindset to foster effective teamwork.

Besides the fact that I have the essential skills for the position I am applying for, my experiences have naturally led me to develop various qualities that I will know how to put forward wisely in order to optimize my value within your company.