**burger elodie**

Calle Rondeau 1714, Buenos Aires, ARGENTINA elob54@hotmail.fr

***Objective:***

I’m looking for a full-time employment in a challenging position where I can apply my languages skills and my knowledge in international business. I would also like to have the opportunity to practice and improve my English, and to keep on the learning process.

 ***WORK EXPERIENCE***

*CURRENTLY:* **BAIREXPORT (placement),** Buenos Aires, Argentina.

 *Charged of market surveys:* -translation of documents

 -writing report in Spanish

 -organization of commercial missions

 **ABH HOSTEL,** Buenos Aires, Argentina

 *Night Audit:* -meeting and greeting of visitors

 -check in/out

 -keeping the reception area tidy

 -answering calls and taking messages

 -dealing with phone enquiries

 -providing touristic information

 **NGO IDEALISTA,** Buenos Aires, Argentina

 *Volunteer:* -translation of documents

*2007:* **HOTELLERIE DE LA SALETTE,** La Salette, France.

 *Receptionist:* -meeting and greeting of visitors

 -check in/out

 -keeping the reception area tidy

 -answering calls and taking messages

 -dealing with phone enquiries

 -providing touristic information

*2003-06:* **BRICO DEPOT,** Essey les Nancy, France.

 *Cashier:* -greeting customers

 -operating cash register

 -assisting customers

 -helping keep store clean

 -computing and recording totals of transactions

 ***EDUCATION AND TRAINING***

**2007/2008: DESCI (1 year diploma in international business), Commercial Chamber of Nancy and ICN Business School.** *Graduated in April 2008*

**2002/2006:**  **Russian and Spanish degrees (3 years degree), University from Nancy (France).** *Both graduated in June 2006*

**2001: A-Level in music, High School Fabert, Metz (France).** *Graduated in June 2001*

 ***COMPUTING SKILLS***

***Softwares:***  \*Windows XP, Vista

 \*Microsoft Office (Excel, Words)

 ***FOREIGN LANGUAGES***

***Mother tongue:*** French

***Spanish:***  Fluently

***English:***  Good skills, both written and oral (working language during my experience in tourism area)

***Russian:***  basic understanding

 ***REFERENCES***

***Lic Emilio DE LA TORRE- Bairexport,*** La Red de Exportadores de Buenos Aires.
Tel: (+5411) 4362-2091

***Lic Diego MATURI- Bairexport,*** La Red de Exportadores de Buenos Aires.
Tel: (+5411) 4362-2091

***Ing Jorge Sergio GONZALES*** – asesor de presidencia CGI (confederación General de la Industria)

E-mail: ingsergio\_gonzales@argentina:com -Móvil: (54) 11-1564404277

***ABH Hostel, Laura or Anabel- encargadas.***

(0054) 1143284616