

Charlotte BERTHET (France, Rhône-Alpes, Ain/Isère)



D.O.B. 01/12/1987

Nationality : French

Full Driving Licence

Marital status : Single



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[Website](#)



www.charlotteberthet.com

EMPLOYMENT HISTORY

<u>January 2012</u>	Supermarket Chambéry (<i>Bakery and Shelving</i>)
<u>December 2011</u>	Supermarket Chamnord (<i>Fish shop</i>)
<u>August 2010/May 2011</u>	Mac-Donald's restaurant (<i>Rhône-Alpes - Grenoble</i>)
<u>August 2006</u>	Interim : CIAT in Culoz expert in heat exchange devices (<i>Logistics</i>)

TRAINNES IN RECEPTION DESK AND SECRETARY

<u>April / May 2012</u>	Trainee : Hotel le Cervolan in Voglans (<i>Reception desk</i>)
<u>December 2009</u>	Trainee : FerroPem in Anglefort (<i>Rhône-Alpes</i>) (<i>Personal Assistant to Human Resources Manage</i>)
<u>October 2007</u>	Trainee : Opac of Belley (<i>Reception</i>)
<u>December 2006</u>	Trainee : CIAT in Culoz (<i>Recording invoices</i>)

EDUCATION

<u>February – May 2012</u>	Training course in Tourism (Prom'Hôte Aix-Les-Bains)
<u>2010</u>	BTS Management Assistant – equivalence BTEC Higher National Diploma (Rhône-Alpes)
<u>2008</u>	Bac Professionnel Secretariat - NVQ Level 3

WEBSITES CREATION

<u>Since 2008</u>	Association AVENIR, Belley (http://avenir01.fr) Menuiserie Parquet (http://menuiserie-parquet.fr) Vacances Groupes (http://vacances-groupes.net) For more information, please see my website
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SKILLS

<u>The Tourism trade</u>	➤ Reception ➤ Booking and invoicing management ➤ Knowledge of Vega and Fidelio software
<u>Computer skills</u>	➤ Very good level : xHTML / CSS, ➤ Basic notions : PHP, SQL ➤ Graphics software : Photoshop, Flash ➤ Other : DreamWeaver, Notepad++, Office, Access
<u>Languages trainer</u>	➤ French : mother tongue, ➤ Fluent English, ➤ Good level in Spanish ➤ Basic knowledge Italian

INTERESTS

Reading, drawing, photography, music, piano, squash, sightseeing, badminton and travelling