



Claire SANNEJAN

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Born on **11/23/1990**
French citizen

OBJECTIVES: Make a constructive internship to validate in June, 2010 the 4th semester of a DUT (two-year technical degree) GEA PMO Option (small and medium organizations management). I am available from April, 12th to June, 25th 2010 to assist your marketing manager, your controller or your HR manager in all kinds of studies they may need

DEVELOPED SKILLS IN STUDIES

Deepening of fundamental languages (communication, psychology, English, mathematics) ·

Analysis of the economic and legal environment (economy, law) ·

Knowledge in information systems and in management (accounting, computing, financial, statistics, mathematics, linear programming) ·

Processes analysis and driving of organizations (operational processes of a company, tax system, management and financial analysis).

PERSONAL ASSETS

• Sense of the relationships	• Autonomy and initiative capacities
• Dynamism	• Ability to react
• Adaptability	• Teamwork experiences
• Microsoft Office tools : Excel, word, PowerPoint	• Average level in Spanish , Little Notions of Italian

WORK EXPERIENCE

Summer 2007 Au pair in an English family living in Australia (Canberra) – Daycare alternatively with the day-nursery then full time during the holidays of the parents of 2 little boys aged 18 months and 2 years and a half

October 2008, February, April, and July 2009 Youth and children counselor in an outdoor center near Lyon

May 2009 organization of a Symposium within the IUT (UNIVERSITY INSTITUTE OF TECHNOLOGY) of Roanne

TRAINING

Student in 2nd year of the IUT MANAGEMENT of Companies and the Administrations of Roanne option PMO (small and medium organization management)

Diploma: French Baccaureate (A levels in economic sciences, English, social sciences, mathematics, geography & history)

BAFA : Children day care and holidays camp Animation agreement given by the French Government after 3 Training courses and one practical experience

CENTER OF INTEREST AND HOBBIES :

Cinema : art house and independent cinema, meaningful movies	Sports: tennis, skiing, jogging, climbing
travels in all European countries, Singapore, Mexico, USA , Australia, Morocco,....	Reading : novels, detective stories