

# Solange CABERNET

28 years old  
Married

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Driver's License  
Personal car

## HUMAN RESSOURCES ASSISTANT

### SKILLS

#### Commercial and administrative assistance

#### HR Assistant

- Managed office orders, bills, client settlements, unpaid bill notices
- Managed the budget
- Contacted clients, suppliers, associates
- Organized and set up meetings, travel
- HRR Secretary
- Complete management of payments and social security
- Administrative follow up on personnel (statements, paid leave, managed absences...)
- Prepared work contracts
- Created spreadsheets
- Administrative follow up on training program
- Wrote reports

### PROFESSIONAL EXPERIENCE

2003-02/2006 (3 years)  
2001-2003 (20 months)  
1999-2000 (2 years)  
1998-1999 (2 years)  
1997 (2 ½ months)

- MNOP, *Vélizy-Villaccoublay (Yvelines)* - **Assistant Staff Manager**, 100 employees in company.
- IJKL, *Courbevoie (Hauts-de-Seine)* – Secretary of Staff **Management**, 150 employees in company.
- EFGH, *Paris 17<sup>th</sup> arrondissement*, **General Assistant**
- ABCD, *Tours (Indre-et-Loire)*, **General Assistant**
- TOUTENBOIS, *Tours (Indre-et-Loire)*, **Internship as Assistant to the Director of Human Resources**, 50 employees in the company.

### EDUCATION

1997

1995

- **DUT GEA** (Business administration) concentration in Human Ressources at the *Nams (Sartre) Institute of Technology*.
- **Baccalaureate ES** (Economics and Social sciences) *Académie de Nantes*

### ENGLISH AND COMPUTER SKILLS

#### English Office Payroll Software

- Very good level
- Word, Excel, PowerPoint, Access, and Visio
- CEGID, and SAGE

### HOBBIES AND INTERESTS

#### Horseback riding Mountain Biking

- 10 years of experience
- On a regular basis