



# MARIE-PIERRE HORVATH

## BILINGUAL ADMINISTRATIVE ASSISTANT

### ADDRESS

37, rue de la Chaussée  
14600 Honfleur

### CONTACT

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### TRAINING COURSES

**CFP Marie-Rollet, Québec**  
2020 - 2021  
**Certificate of Legal Specialisation**

**CFP Gabriel Rousseau, Québec**  
2019 - 2020  
**Diploma in Professional Secretarial Studies**

**University of Rouen**  
2004 - 2005  
**Brevet de Technicien Supérieur  
Executive assistant**

**CFPE d'Evreux**  
1994 - 1995  
**Bilingual English and accounting  
secretary training**

### LANGUAGES

**English: intermediate-advanced**  
**Spanish: intermediate**  
**German: intermediate**

### HOBBIES

**Aquagym**  
**Hiking**  
**Acrylic painting**

### PROFESSIONAL EXPERIENCE

**AFFA – Secretarial assistant – Saint-Etienne-du-Rouvray - Mai 2023  
(Temporary)**  
Management of a group of 18 trainees.

**Caisse Desjardins - Assistant to the General Manager, Communication,  
Associative Life - Quebec - June 2022 - March 2023**  
Governance administration: Board of Directors, Annual General Meeting, drafting of minutes.  
Agency communications, newsletters and social networks.  
Management of donation and sponsorship requests.

**Mallette, Accounting firm - Administrative assistant to Certification  
Québec - December 2021 - May 2022**  
Preparation, control and layout of clients' financial statements.

**Corporation des pilotes du Bas Saint-Laurent - Administrative Assistant  
Quebec - May 2021 - December 2021**  
Reception, telephone filtering, management of pilots' absences.  
Management of the Corporation's emails. Management of Board of Directors and Committees.

**H.A. Primeurs - Manager of a grocery shop - Broglie - 2016-2017**  
Reception of customers, advice, sale of products, management of purchases, stock, suppliers. Recording of small entries, cash management, cash register, tax declarations, bank deposits.

**Safran Aéronautique Nacelles – Program Management Assistant –  
Le Havre - 2010 - 2015**  
Management of the Director's diary and emails, mail. Scheduling of meetings and trips. Seminar organization. Visa applications. Updating organization charts. Order office supplies and purchase requests on SAP. Management of key events. Drafting and checking minutes, letters, notes, reports. Creation of tables, graphs, PowerPoint. Update Balance Score Card, KPI. Visit access requests. Expense claim management, invoicing.  
Staff absence planning. Correspondence for new hires. Management and summary of Planned General Inspections. Modus Operandi: summary and entry of Individual Interviews. Participation in open days. Communication displays.

**Total Petrochemicals France – Technical management assistant at CERT Gonfreville-l'Orcher - 2010 (Temporary)**

Organization of travel and accommodation for all Research Center personnel.

**A.N.I.D.E.R – General Management Assistant - Le Petit-Quevilly  
2005 - 2009**

Organization of meetings. Management of governance, insurance, car fleet. Interface between Director and coordinators. Organized branch inaugurations. Monitored activity via dashboard. Participation in the establishment's project. Budget management: office supplies, IT and food. Check invoices for temporary employees. Creation of satisfaction surveys. Legal management of decrees, laws and regulations.

**Caisse d'Epargne – Executive Assistant and Asset Management Bois-Guillaume- 2005 (Temporary)**

Managed manager's diaries and e-mails. Updated data, tables, graphs. Managed agency rentals and overheads. Year-end balance sheet, invoice regularization, reminders.

**Battery Power Handling – Executive and Sales Assistant  
Elbeuf – 2002-2003**

Quotations, orders, delivery notes, invoicing, customer reminders, litigation, creation of advertisements, management of sales staff and assemblers. Inventories. Transport logistics.

**BRIOT WECO – Management and Human Resources Assistant  
Pont-de-l'Arche - 2001 (Temporary)**

Preparation of employment contracts and amendments. DPAE. Follow-up of temporary contracts, schedules and invoices. Payroll preparation: entry of time management data. Invitations to CHSCT meetings. Information notes. Staff training management.

**BTR Automotive, Export Department - Trilingual Executive Assistant  
Charleval - 1995 - 2000**

Daily administrative management, weekly meetings. Proofread company newspaper. Productivity monitoring. German French translation. Training management. Updating Iso 9002 standard instructions. Archiving.

**Rhône-Poulenc-Biochimie - Multi-skilled secretary (Temporary):**

Purchasing, Communication, Biochemistry, Quality, Various rubber products, Maintenance, Scheduling.  
Saint-Aubin-lès-Elbeuf - 1992 -1994

## SKILLS

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**Word, Excel, PowerPoint, Outlook, Teams, Onedrive, Sage50, WordPress, AS400, SAP, EBP, Access, Publisher, Sharepoint, TravelCash, Foederis, Temptation, Citrix, Aliform, REQ.**

## FURTHER DETAILS

Vehicle  
Immediately available