

# CAREER PLANNING

I'm looking for a 5 months internship from April 2024 in business, management, accounting or human resources in an english speaking company

## MALWANN DURAND

FRENCH STUDENT IN BUSINESS SCHOOL

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**Address**  
Clermont-Ferrand - France

## MY SKILLS

### PERSONAL SKILLS

- Proficiency of MS Office suite  
Word | Excel | PowerPoint
- Content development for social networks
- Communication skills
- Organized & rigorous
- Adaptability: Conformed with public smoothly
- Abilities for processing numbers :  
invoice checks and balance sheet

### ADDITIONAL INFORMATIONS

- Driver's license holder
- Over 18

### LANGUAGE SKILLS

French Native

English TOEFL 555

Spanish Basics A2

### HOBBY

- Soccer since I was 6 years old
- Strength training for 18 months in a gym
- Watching social reports and those concerning the United States
- Travel : American west in 2019, New-York, Canada, London, Scotland, Ireland, Spain, Italy, Morocco

## WORK EXPERIENCE

JUN 2021

JUL 2021

### FRONT DESK AND SALES AGENT

Intern- France

- Customer reception, mail sorting
- Registration of invoices
- Creating word and excel documents
- Assist the business manager with control of the good execution of the works

JUN 2022

AUG 2022

### HUMAN RESOURCES ASSISTANT

Central Bank of France - temporary contract - FR

- Constitution of employment records
- Input and control of time management and variable pay elements

JUN 2023

JULY 2023

### STORE MANAGER & CAMP COUNSELOR

Concordia Language Villages - temporary contract - US

- Restocking, shelving, checkout
- Organization of activities, animation, language learning, and supervision of groups of children from 7 to 18 years old

## MY EDUCATION

JULY 2022

### HIGH SCHOOL DIPLOMA, OF ECONOMIC AND MANAGEMENT SCIENCES WITH HONORS - FRANCE

SEP 2022

JUN 2025

### BACHELOR'S DEGREE IN INTERNATIONAL MANAGEMENT - FULL ENGLISH

- ESC Business School AACSB- Clermont-Fd - France
- Majors: management, human resources, accounting, sales, marketing, economics, law full English courses

2023 YEAR

### INTERNATIONAL STUDIES

- Warwick Business School, Warwick, England, 1 month
- Nova School, Lisbonne, Portugal, 2 months

## REFERENCES

MRS DURAND - DIRECTOR OF HUMAN RESOURCES - +33685285649 - SOAZIG.DURAND@BANQUE-FRANCE.FR  
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