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



Phone

+337-62-18-71-28



Email

maloudurand@orange.fr



Address

Clermont-Ferrand - France

MY SKILLS

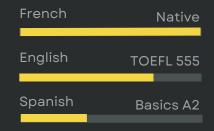
PERSONAL SKILLS

- 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



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 MRS TELLY - HUMAN RESOURCES MANAGER -+33473174440 - AGNES.TELLY@BANQUE-FRANCE.FR MR CLIFF SCHWARTZ- MANAGER AT CONCORDIA LANGUAGE VILLAGES -CSCHWAR1@CORD.EDU