## Modèles de CV

*Source : Move On Communications A/S*.

Hélène Menu

14 rue de la Source – 31 400 Toulouse, France

Tel / Fax 011 33 5 44 17 27 81 – cell phone 011 33 6 44 17 27 81

[Hmenu@yahoo.fr](mailto:Hmenu@yahoo.fr)

**OBJECTIVE**

Pursuing challenging, full-time sales position with an international company. Career opportunities that require new sales, the growth of house accounts, use of foreign languages (French, Spanish and English) are of particular interest.

**EDUCATION**

University of Miami, Coral Gables, FLMaster of Arts in International Administration - December 2002 -Curriculum included: international economics, finance, trade, negotiations & politicsGPA: 3.85University of Toulouse, France – DUT de gestion -High level technician diploma (Two year post- Studentereksamen) - June 1999 -Major: Management

**EXPERIENCE**

**Consulate General of France, Miami, FL June-September 2001 Internship: Assistant of the French deputy - consul - Press Attaché**

* Researched, synthesized, and edited official consular reports in French and English,
* Analyzed and translated official documents,
* Performed miscellaneous administrative tasks as required.

**V Manufacturing, producer of portable power, lighting and appliance products, Lyon, France International Sales - Special Accounts Manager February 2000-June 2001**

* Managed domestic and international sales at the corporate headquarter by coordinating field sales managers and representatives,
* Worked directly with buyers and representatives by traveling on-site,
* Attended trade shows.

**F E, a transportation company, Toulouse, France - September 1999-February 2000**

**International Accounts Representative**

* Verified, audited and monitored international client accounts,
* Coordinated responsibilities of sales personnel in South of France and North of Spain,
* Performed all tasks in French, Spanish and English.

**LANGUAGE**

* French: native language.
* English: fluent, 2 years in Miami.
* Spanish: advanced proficiency, 1 year-job with Spanish speakers.

**COMPUTER SKILLS**

* Completed a comprehensive University of Miami Information Systems Institute Training which included advanced uses of:
* Microsoft Word
* PowerPoint
* Excel

**REFERENCES**

* V Manufacturing - Ms. Rubs - 0 11 33 4 55 60 10 20 -
* F.E - Mr. Genois - 0 11 33 5 61 20 10 20 -