

## CV

### Personal Information:

Name ANNE WATSON  
Nationality **French**

Mail: [annew0874@gmail.com](mailto:annew0874@gmail.com)

### Professional experiences:

- Assistant to the Executive Director (since Sept 2008)
- Assistant to the Sales Manager (2008)
- Assistant to the General Manager (2005-2007)
- Private courses (computer study) (2002 – 2003)
- Freelance translator (since 2002)
- Executive Secretary (2001 – 2002)

### Qualifications:

- « Attestation de formation en Compta des MPE et PCG 2005 »
- « Attestation de formation en fiscalité des Entreprises »
- Chief Operator
- BACC A1
- BEPC
- CEPE

### Other trainings:

- French and English (Business, commerce and marketing, engineering, international trade, advertisement, International Import and Export, Travel and Tourism, Finance, Communication, Information Technology, Translation, Proofreading in all subjects...)
- Internet and related searches (making reports, primary search, all office work and mailing)
- Drawing (artistic and technical), Adobe CS5 Suite, Publisher, ...
- Lettering (making advertisement tools-boards-banners-logos, greeting cards or else)
- Cooking and sewing

| <b><u>Languages :</u></b> | <b><u>Spoken and written</u></b> | <b><u>Read, proofread and understood</u></b> | <b><u>Translated and understood</u></b> |
|---------------------------|----------------------------------|--|---|
| <b>French</b>             | Fluent                           | Fluent                                       | Fluent                                  |
| <b>English</b>            | Fluent                           | Fluent                                       | Fluent                                  |

### Education:

- Translation Degree – Université Saint-Boniface, Manitoba, Canada
- CNA Degree obtained at Murphy Superior College, North Carolina – 2005
- Psychology Studies – Université du Québec à Montréal (UQUAM). –

- High School Diploma

### **Expertise:**

**Engineering, Technical:** Engineering (General), Automotive, Electronic, Telecom, Software, Systems, Construction, Chemical, Aerospace, Aeronautics, Packaging, Storage and Transportation, Manufacturing (General), Machinery and Tools, Industrial Printing, Environmental Science- Expert

**Information Technology, NICT:** Information Technology (General), Computer Hardware, Computer Software, ERPs, Information Systems, Internet and Intranet, Networking and Telecommunications - Expert

**Law, Political, Intellectual Property:** Commercial and Contract Law, Contracts, Copyright, Corporations and Associations Law, Environmental Law, European Union, Intellectual Property, International Organizations, International Law, Labor Law, NGO, Patents and Trademarks, Policy and Administration, Political Science, Taxation Law, United Nations - Expert

**Business, Eco, Finance:** Human Resources Management, Accounting and Auditing, Advertising, Annual Reports, Business and Management (General), E-commerce, Finance (General), Industrial Relations, Insurance, International Business, Real Estate, Taxation and Customs, Tenders, Transportation, Logistics - Expert

### **Computer skills**

- Microsoft Office
- Access
- Trados

### **Competency skills**

- Ability to function independently
- Team player
- Quick turnaround time
- Detail orientated
- Good time management
- Fast learner

References Available Upon Request