



# Marvin Fuchs

## Personal Assistant

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Full Clean Driving License

D.O.B: 28<sup>th</sup> August 1992

Nationality: French

### Professional Experience



- 2014-2016 Personal Assistant, La Compagnie de Formation (High school), Montpellier, France (2 years)
  - Devising and maintaining office systems
  - Answering phone calls, enquiries and requests, and handling them when appropriate
  - Producing documents, briefing papers, reports and presentations



- 2014 Waiter, Le Nouveau Monde, Montpellier, France (3 months)



- 2013 Sales person, Brice (Clothes shop), Montpellier, France (6 months)
  - Opening/closing shop
  - Organizing clothes in the shop
  - Selling clothes and knowing their details



- 2012 Sales person, Ortholan (Bakery), Montpellier, France (11 months)
  - Knowing every kind of breads/pastries
  - Selling food
  - Teaching new employees and cleaning bakery



- 2011 Multi-tasks employee, KFC (Fast-food restaurant), Paris, France (6 months)
  - Preparing food
  - Hosting customers
  - Cleaning rooms

### Education

- 2010 High School Diploma specialised in Litterature, Uzès, France
- 2012 Flight Attendant Diploma, Esma, Montpellier, France
- 2016 Higher National Diploma in Personal Assistant, Esicad, Montpellier, France

### Professional Attributes & Skills

- Adaptability, sociability, presentable, fast learning, voluntary, invested.



★★★★★ Pack Office



★★★★★ Cegid Business



★★★★★ Picasa

