**Natalie GRIFFITHS** *(21 years old)*

 3 rue Claude Perrault - 94000 Créteil

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**• STUDIES**

2010/12 : Bachelor’s of Art – Modern Languages – University of Nottingham

2009/10 : A-Levels – Economics, History, Spanish

2008/09 : AS Levels – Economics, History, Spanish, English, Chemistry

2007/08 : GSCEs in 14 subjects

**• SKILLS**

Languages

French : bilingual

Spanish : Good level

Portuguese: Basic knowledge

Italian: Basic knowledge

Technical

Knowledge of intranet features and mail.

Proficient user of: all Microsoft Office tools

Knowledge of restaurant software : **SALAMANDRE**

Knowledge of : **JAVA, C++**

Knowledge of :

Administrative

Mailing/filing/archiving

Call managing/call filtering

**• EXPERIENCES PROFESSIONNELLES**

Present : **Bilingual high profile Nanny, Paris, FRANCE**

 Nanny for 4 children in high profile family

 Personal assistant and translator for mother

December 2012-July 2013: **Bilingual Nanny** Paris, FRANCE

 Nanny for 2 families (one with 3 children, the other with 2 children)

September 2012-December 2012 : **English Tutor**, Paris, FRANCE

 English tutor for 3 children

Summer 2012 : **International Open Day Coordinator**, Nottingham, ENGLAND

 Specialised coordinator for international students

Summer 2010 and 2011 : **Cantelec**, Maldon, ENGLAND

 Sales assisstant

April-May 2008 : **Liberaria**, Santiago de Compostela, SPAIN Sales assisstant

Summer 2007 : **RSSB,** London, ENGLAND

 Clerical assisstant

**• HOBBIES AND OTHER**

Lover of languages and cultures

Has lived and worked in 3 European countries

Football, Tennis, Running

Gastronomie, cinema

***Motived, Bilingual, Dynamic***