



Purdey Chambraud

FRONT-END DEVELOPER INTERNSHIP

I have been working in engineering environment for four years and have decided to become a Front-End developer after learning by myself to code during one year. I have started my training in [l'Ecole Multimedia](#) on the 16th January 2017 and I am looking for a one-year internship (1 week of classes/ 3 weeks of internship).

SKILLS

SKILLS:

HTML5, CSS3, JavaScript, SEO, Photoshop

PROFILES ON LEARNING WEBSITES:

[Treehouse](#) (Front-End training: HTML, CSS, JS, SEO, Photoshop)

[Codecademy](#) (HTML/CSS)

[Sololearn](#) (certificates: HTML, CSS, JS)

Other: tutorial videos, technological watch (RSS, specialized magazines, newsletters, Twitter...)

ENGLISH: C1 ([Toeic 2014](#): 820/990), **SPANISH:** C1 (superior)

JOBS

[Dailymotion](#) – Office Manager / Executive Assistant (From 2014 to 2017)

Executive assistance: Managing and maintaining executives' schedules, appointments, expenses and travel arrangements, updating clients listing, organization of internal events (engineering Meetups, seminars, workshops...).

Office Management: Office optimization, maintaining inventory of office supplies, managing supplier's relationships, anticipating office needs, managing Office Management's budget, organization of requests for proposal, managing insurance policies, welcoming visitors, sending mails.

[1000mercis](#) – Executive Assistant / Office Manager (From 2013 to 2014)

Executive assistance: Managing and maintaining executives' schedules, appointments, email inboxes, expenses and travel arrangements, preparing emails to clients, updating database of clients, organization of internal events.

Office Management: Office optimization, maintaining inventory of office supplies, managing supplier's relationships, organization of requests for proposal, welcoming visitors and managing the switchboard, sending mails.

EDUCATION

2017-2018	Developer Front-End (internship), <u>l'Ecole Multimedia</u> , Paris.
2014	Bachelor's Degree Bilingual Administrative Manager (Internship), CPEA Paris. DEESAD European diploma of superior studies to become an Executive Assistant, FEDE.
2012	Master Degree (level) in Spanish research, Paris IV.
2010	Bachelor's Degree in Spanish, UVSQ (University Versailles Saint-Quentin-en-Yvelines).
2007	A-Level (Literature), High School Jean Monnet, La Queue-lez-Yvelines.

HOBBIES

Video games, board games, reading (Heroic Fantasy, Science news), TV series, spending time with friends.

