

Carole Sophie WALSSER

Born November 17th 1981 in Strasbourg (France)



Skills

Administration / Accounting

- Typing and layout of documents
- Telephone switchboard, management of mailboxes
- Diary management, filing, archiving
- Organization of meetings, seminars and workshops

Legal Assistant

- Approvals of company accounts (drafting of minutes, managements reports, etc.)
- Formalities with the French Registries of the Courts (creation, modification and dissolution of companies)

Person in charge of an organic shop department

- Management of purchases and reception of orders
- Stockings of shelves and management of stocks
- Follow-up of turnovers and analysis of sales
- Payments of the suppliers invoices

Others skills

- Languages : French, (mother tongue), English (read, spoken, written), Spanish (basics) German (basics)
- Animation of vegan cooking classes
- Handwork production of dehydrated & vegan food

Career path

2022	Multipurpose employee	Les Comptoirs de la Bio Biarritz (64)
2019 à 2021	Legal Assistant	AMADEUS Avocats Strasbourg (67)
2017 à 2019	Handwork Arts in raw vegan foods	Lucigaïah Obernai (67)
2018 / 2019	Legal Secretary	ALEXANDRE & Avocats Associés Strasbourg
2012 / 2017	Saleswoman, Advisor in organic shops	Biocoop Le Quai des Halles Strasbourg (67) Biocoop Le Bourgeon Vert Bourges (18)
2010 / 2012	Administrative Secretary	Mountain Wilderness Grenoble (38)
2008 / 2009	Legal Secretary	CDMF Avocats Grenoble (38)
2007 / 2008	Receptionist / Secretary	Estelec Industries Dorlisheim (67)
2005 / 2007	Legal Assistant	Maître Nadine Dode Grenoble (38)
2003 / 2005	Medical & Administrative Secretary	CAP Santé 49 Angers (49)
1998-2003	Saleswoman in clothing stores - Waitress (Ireland), Production worker (Jura Suisse)	

Diplômes

2021	Monitor in Yoga de Samara & Lou Yong Tao Tö Qi (Libre Université du Samedeva)
2003	Bilingual Executive Assistant - Diploma of Higher Education (French BTS with AFPA in Paris)
2001	Two-year University Degree in Foreign Languages - English (Marc Bloch University in Strasbourg)
1999	High School Diploma Spanish language and theater options (Lycée Freppel in Obernai)

Centres d'intérêts

Ocean swimming, Cycling, Hiking, Yoga, Ecstatic Dance, Raw Vegan Food, Medicinal Plants, Children Care

