

## Infos

- ▶ 22 years old
- ▶ Driver's License

## Contact

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## About Me

I have recently graduated as bachelor student in law at la Sorbonne, in Paris. I am now doing a gap year in Dublin. I am working part time as a receptionist in a hostel.

Currently I am looking for a position which will allow me to practice law.

Can work well in a team, by my own initiative.  
Dynamic and motivated.  
Used to work in a busy environment.

I have recommendations, so do not hesitate to ask for it.

# Pauline Moreau Avila

## CV

For more details, see My Online Résumé : [www.doyoubuzz.com/pauline-moreau-avila](http://www.doyoubuzz.com/pauline-moreau-avila)

## EXPERIENCE

### Work experience at a law firm

Michel Warmé Associés • Paris (France) • April 2013 to June 2013

- ▶ First practical approach of immigration law.
- ▶ Duties included : Drawing up of submissions of some cases, hosting of the clients, going with the clients to the court and police headquarters, handling phone calls and secretariat work.

### Secretary at A French professional association of Law

Sacem • Paris (France) • Full-time • May 2012 to July 2012

- ▶ First practical approach of the law and especially intellectual property law.
- ▶ Duties included : Database of clients' informations upadte, learning of the basis of French intellectual property, collecting payment's of artists' rights.

### Summer jobs

Casa/Jennyfer/Uniqlo/United Colors of Benetton/Le Regent Hostel • Paris (France) • Full-time • 2012 to 2015

- ▶ August to September 2015 : Receptionist at Le Regent Hostel, in Paris.  
Main duties :
  - Checkings guests in and out
  - Assisting guests with different activities that they could do during their stay
  - Answering questions about the city and facilities of the hostel
  - Dealing with queries or complaints, handling money transactions, dealing with reservations modifications and cancellations by phone, email or in person
- ▶ June to July 2015 : Salesperson at United colors of Benetton.  
Main duties :
  - Welcome and assist customers in product selections based on their needs
  - Keep a clean and tidy area all the time
  - Handle money and manage cash receivable and payables
  - Provide the best customer service
- ▶ May to July 2014 : Cashier / Salesperson at Uniqlo.  
Main duties :
  - Welcome and assist customers in product selections based on their needs
  - Keep a clean and tidy area all the time
  - Handle money and manage cash receivable and payables
  - Provide the best customer service
  - Be able to know all the products very well and especially all the technical ones
- ▶ June to July 2013 : Cashier / Salesperson at Jennyfer.  
Main duties :
  - Welcome and assist customers in product selections based on their needs
  - Keep a clean and tidy area all the time
  - Handle money and manage cash receivable and payables
  - Provide the best customer service
- ▶ February to May 2012 : Cashier / Salesperson at Casa.  
Main duties :
  - Welcome and assist customers in product selections based on their needs
  - Keep a clean and tidy area all the time
  - Handle money and manage cash receivable and payables
  - Provide the best customer service

## SKILLS

### IT knowledge

- ▶ Office tools : Pack Microsoft Office : Excel, PowerPoint, Word, Access. ★★★★★
- ▶ Charts ★★★★★

### Languages

- ▶ Native Spanish
- ▶ Native French
- ▶ Fluent English

## EDUCATION

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### Bachelor in Law

Paris 1 - Panthéon-Sorbonne • September 2012 to May 2015

- ▶ Main courses : Employment law, human rights, european law, common law, public international law, european history of law, administrative law.

## INTERESTS

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### Volunteer works and extra activities

- ▶ 2014 - 2015 : Member of the organisation Réseau Universités sans frontières : Help to foreign students to make them obtain French papers.
- ▶ Summer 2013 : Volunteer in an Emmaus community, participating in the work to help for the development of the community which helps homeless people.
- ▶ 2011 - 2012 : Member of the organisation AFEV which helps children from the lower-classes neighborhood of Paris (help for homework, visits of museums....)
- ▶ 2010-2011 : Organisation of a concert of 10 bands for an audience of 200 people.

### Sport and music

- ▶ I have been playing as a team captain of a volley ball team at a competitive level for 10 years.
- ▶ Piano for 10 years.