**SALES AND ADMINISTRATIVE ASSISTANT**

4 years of experience in sales, administration and customer relationship management

**Fluent French**

**PROFESSIONAL EXPERIENCE**

August to December 2019

**Production assistant on sets of films and TV shows /Background actress/Audience**

* Warner Brothers, Cinema, Los Angeles
* Universal Studios, Television, Los Angeles
* CBS, Television, Los Angeles
* Paramount, Cinema, Los Angeles

April 2016 to August 2019

**Sales and administrative assistant**

Order, call and email management, filing and maintenance of employees’ records

* + Automotive Group, Automobile, Los Angeles
	+ Guess Inc, Fashion, Los Angeles
	+ Johnny Was, Fashion, Los Angeles
	+ Kriser’s Natural Pet, food, Los Angeles
	+ Jib Jab, E-commerce, Los Angeles

March 2008 to December 2015

**Ads quality rater**

Evaluated the accuracy of web advertising and provided feedback and analysis

* Zerochaos, E-commerce, Los Angeles

**Administrative and sales assistant**

Call Management, appointment setting and filing

* Vision Community (Coldwell Banker),Commercial real estate, Los Angeles

**Founder and manager**

Offer packages and trips to introduce globetrotters to Europe

* Nomadss, Tourism, New York

** EDUCATION**

2002 WELLER Business School, Paris

2011 Certificate in Project management NYU, New York

**Renee LOHOUE**

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310-500-7387

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**HARD SKILLS**

* Customer Relationship Management
* Receive incoming and outgoing calls
* Develop and manage a budget
* Transmit technical and sales data
* Receive and process sale orders online, or via phone and email.
* Check the accuracy of orders and issue invoices
* Offer solutions to solve disputes with clients
* Use of collaborative tools (planning,etc.)
* Represent a company at tradeshows
* Website Management
* Fluent French

**SOFT SKILLS**

* Adaptability
* Communication skills
* Teamwork
* Attention to detail
* Stress Management

**COMPUTER SKILLS**

* Advanced proficiency in MS Office (W, E, Ppt , O)
* Google docs, Dropbox, Acrobat
* Zendesk, Netsuites, Magento, Wordpress
* PayPal, Ncommerce, Recurly, Amazon, Ebay
* Constant Contact, Mail Chimp, Survey Monkey

**HOBBIES**

* Cinema, Travel
* Volunteering : organization and management of flea markets