



H el ene CAILLET AVIGNON

Administration (accounting, HR) | (Educational, scientific) Communication



39 years old - Driving License
- CESSY (01170) France

✉ avignon.helene@gmail.com

Thanks to my skills in scientific communication, and my dynamic and sociable character, I like new challenges and to discover new professional experiences. That's why I'm learning accounting and HR knowledges.

Dynamic, rigorous, open-minded, I am willing to support and to learn even more.

My main objectives: use my skills and share my knowledges to apply them in small or medium-sized companies or agencies while matching my professional and personal projects.

Experiences

Sales administration and communication officer

JORDAN TANNER SA - December 2017 to August 2019 - Full-time - Vernier / Gen ve - Switzerland

jordan
tanner

- Sales administration (from the offers to invoices for clients; delivery organisation; supplier orders)
- Exports administration (customs invoices ; export certificates for wood)
- Support for key accounts (commercial relations ; monitoring and management of stocks and sales with their subcontractors)
- Stock and database management
- FSC® certification

Sales administration and marketing officer

MATHYS - March 2015 to December 2017 - Full-time - Vernier / Gen ve - Switzerland

MATHYS
THE ART OF EXHIBITION

- Sales administration
- Marketing and Communication
- Head of commercial apprentice
- Implementation, management of a CRM (ines) and training of teams

Scientific collaborator

Science & Environnement - July 2010 to May 2013 - Full-time - Gen ve - Switzerland

SCIENCE &
ENVIRONNEMENT

- Scientific Communication Project Officer
- Life Cycle Assessment (LCA) and Eco-design Project Assistant
- Communication officer

Education

Account and HR assistant (in Switzerland)

Institut de Formation Permanente (Groupe ACADIS)

Since June 2020

Know how to manage the day-to-day administration of a small or medium-sized company in the field of accounting and personnel administration.

<https://www.ifp-formation.ch/assistant-comptable-rh/>

Acquisition of additional knowledge in France via MOOCs offered on the France Université Numérique (FUN) platform - see Portfolios

M2 Bac+5 Management de la Communication

Sciencescom (Groupe Audencia Nantes)

October 2009 to December 2010

European Programme Communication Management

Conception and strategic monitoring of communication for CSR

www.sciencescom.org

Master 1 Biologie des Populations

UFR Sciences et Techniques - TOURS (37)

September 2006 to May 2007

Full name of degree :

Maîtrise Sciences de la Vie et de la Santé, Mention Biologie évolutive et intégrative, infectiologie, Spécialité Biologie des populations

Option: Behavioural Ecology

<http://sciences.univ-tours.fr/>

Skills

Sales administration

- ▶ Administration
- ▶ Project Management
- ▶ Meetings organisation
- ▶ Customer reception

Educational Communication

- ▶ Popularisation and pedagogy
- ▶ Course preparation
- ▶ Different learning methods
- ▶ Creation of training materials

Marketing and communication

- ▶ Popularisation
- ▶ Internal Communications
- ▶ Events
- ▶ Satisfaction survey
- ▶ E-communication
- ▶ Marketing Strategy
- ▶ Edition

Sciences

- ▶ Bibliographic research (database, internet)
- ▶ Collection and organisation of quantitative and qualitative data

- Statistics and data processing
- Data analysis
- Writing scientific reports
- Interpretation, recommendations
- Ethology
- Product life cycle assessment (environmental and eco-toxicological impact)
- Knowledge of biology, biochemistry, mathematics

Languages

- French: mother tongue
- English