{fullname}

Date of birth: {DOB}

Email: RolanWairy@gmail.com

Phone: {PHONE}

Address: {ADDRESS}

## Professional Experiences

***Experience: Assistant-Armée de Terre française-78000, Versailles, Ile-de-France, FR (2020-Present)***  
- responsible for all: operation management, development, and supervision  
-work, support, and manage: Sales, Human Resources and Marketing   
- Responsible for all office administration tasks.  
- Prepare, sign, and contact Lawyers on all documents property rights, software copyright, partner contracts ...)  
- Liaise with BOD in the US and within the company. Report work results, support evaluation  
- Arrange meeting schedules, write meeting minutes and evaluate weekly and monthly reports. Resolve  
outstanding issues and next plan.  
- work with different functions to support BOD in any tasks or projects assigned.

***Experience: Assistant of Director-Kyndryl France S.A.S.-Bois-Colombes, Ile-de-France, FR (2013-2020)***

- Support to summarize daily week, the month of reports, and plans. Write all meeting minutes.  
- Check and submit for Director to sign all documents. Prepare meetings, synthesize papers, and letters,  
and make payments to the center.  
- Arrange, manage and remind all working schedules, and business travel. Welcome all partners and clients.   
- Manage email of Sales center: Design, send notice, emulation program, congratulatory letter. Support  
to manage the assets of the center. Set of stationery and equipment for work.  
- Work with all relevant departments, ensuring the center's operations are normal and more developed.

## Education

Degree: MIM Master in Management

College: University of Liverpool

Address: Liverpool L69 3BX, United Kingdom (GPA: 3.6)

## Languages

French – mother tongue

English - IELTS 7.5 issued by British Council (Dates of validity: 11/2013 – 11/2015); TOEIC 850 issued by LTS (Dates of validity: 10/2017 – 10/2019)

## Skill

- Positive thinking, can cooperate with stakeholders, eager to learn.  
- Work skills: scientifically organized work. Good management and independent work. Work with the  
attitude "Learn from troubles, change troubles to chance".  
- Hope to be able to work in a long term.