



Competences

Passionate about computers and self-taught since childhood
Intercultural competence for working in multinational teams
Effective planning, organization, and digitalization of procedures
Professionalism, sense of responsibility
Self-confidence, perseverance, and open-mindedness

INFORMATIQUE

Experiences in

Windows (since version 3.1),
MS Word / Excel/ Outlook,
Open Office, Thunderbird,
Internet (research, consultation,
webbanking, ChatGPT)
Firefox, Chrome

Recent training in :

HTML, CSS, Javascript,
Bootstrap, WordPress,
Bubble, OutSystem,
SQL

DOUCIN Tanja

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Born June 25th 1969
Hamm (Germany)
French nationality
Married
Drivers Licence B

LANGUAGES

German & French:
mothertongue

English:
bilingual

Spanish:
Fluent

Luxemburgish:
good understanding

PROFESSIONAL EXPERIENCE AND TRAININGS

2022 – 2024	Career change to IT Digital Learning Hub, Esch-Belval (L) Self-learning and training in: <i>HTML – CSS – Javascript – Bootstrap – WordPress</i> <i>Bubble – OutSystem - SQL</i>
2018 – 2021	Personal time, genealogical research Luxembourg State Competition B1 in 2021
2016 – 2017	Translator , L'Essentiel, Differdange (L) <i>French / German translations of articles for the newspaper's website</i>
2014 – 2016	Logistics Assistant – Weighbridge Operator Arcelor Mittal European Logistics Center, Niedercorn (L) <i>Reception of truck drivers of various nationalities, daily use of German, English, and French, as well as occasional use of Spanish ; verification of loading orders, issuing delivery notes, pro forma invoices</i>
2010 – 2014	Production Operator and Quality Control in Temporary Employment
2008 – 2009	Administrative and Technical Secretary Paul Wagner & Fils, Luxembourg <i>Managing of maintenance schedules, managing of the technicians vacation schedule, classical secretarial tasks, translations, daily use of German, English, and French</i>
2005 – 2008	Various Nursing Assistant positions in geriatrics and psychiatry in France
1991 – 2004	Various secretarial positions in France

EDUCATION AND DEGREES

2021	State Examen B1 - Luxembourg
2005	Nursing Assistant Certificate (France)
1997	Professional Baccalaureate in Office Administration (France)
1989 – 1991	University Studies, Languages (GER – ENG) and Computer Science , Université Paris VIII (France)
1989	Baccalaureate option languages, (GER – ENG - ESP) (France)