



## DOUCIN Tanja

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Born June 25<sup>th</sup> 1969

Hamm (Germany)

French nationality

Married

Drivers Licence B

## LANGUAGES

**German & French:**

mothertongue

**English:**

bilingual

**Spanish:**

Fluent

**Luxemburgish:**

good understanding

## 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, SQL

Visual Studio Code, XAMPP

Trainings planned in 2025

Back-End with Python & Flask,

Type Script, ReactJS, Angular

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[www.myrdhana.github.io/TanjaDoucin](http://www.myrdhana.github.io/TanjaDoucin)

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## PROFESSIONAL EXPERIENCE AND TRAININGS

2022 – 2024	<b>Career change to IT</b> Digital Learning Hub, Esch-Belval (L) <b>Self-learning and training in:</b> <i>HTML – CSS – Javascript – Bootstrap – WordPress - SQL</i> <i>Visual Studio Code - XAMPP</i>
2018 – 2021	<b>Personal time, genealogical research</b>
2016 – 2017	<b>Translator</b> , L'Essentiel, Differdange (L) <i>French / German translations of articles for the newspaper's website</i>
2014 – 2016	<b>Logistics Assistant – Weighbridge Operator</b> 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	<b>Production Operator and Quality Control</b> in Temporary Employment
2008 – 2009	<b>Administrative and Technical Secretary</b> 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 <b>Nursing Assistant</b> positions in geriatrics and psychiatry in France
1991 – 2004	Various <b>secretarial</b> positions in France

## EDUCATION AND DEGREES

2021	<b>Successful State Selection Competition (Concours d'État) for Career Group B1 (Bachelor's Level)</b> - Luxembourg
2005	<b>Nursing Assistant Certificate</b> (France)
1997	<b>Professional Baccalaureate in Office Administration</b> (France)
1989 – 1991	<b>University Studies, Languages (GER – ENG) and Computer Science</b> , Université Paris VIII (France)

