**Antoine Herzog** (+33) 687 685 158 / (+33) 953 116 230

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France

**EDUCATION**

**1996-1998 – BTEC National Diploma in Accountancy CNED Lyon**

**1994-1996 – BTEC First Diploma in Commercial and Accountancy Administration CNED Lyon**

**WORK EXPERIENCE**

**04/2017 – Present Remote Translator, CCB –** Volontary work of translation (a few hours per week, all kind of documents).

**09/2012 – Present Information processing Technician, CPAM RED –** Mail sorting and opening; franking machine operator; physical archiving and preparation of documents for electronic archiving.

**August 2011 – September 2012 Postman's replacement, La Poste –** Parcels, letters and advertisements sorting and delivery.

**September 2010 – August 2011 Educational Supervisor, Collège Louise Michel, Manneville sur Risle** Supervision of children in the schoolyard or in a classroom when teachers were absents, homework assistance, various administrative tasks.

**July 2010 – August 2010 Postman's replacement, La Poste –** Parcels, letters and advertisements sorting and delivery.

**August 2009 – June 2010 Delivery guy and Handler, Adrexo –** Advertisements and catalogues delivery. Sorting of advertisements by area.

**June 2009 Delivery guy, SPASS Diffusion –** Phone books delivery.

**June 2001 – May 2009 Translator, CCB –** Translating from English to French (general, technical and scientific articles). IT assets management: technical assistance, creation of macros and sample documents (Word, Excel).

**January 2001 – June 2001 Assistant Accountant, Manpower –** Reporting tasks. Acounting operations in a team of several dozens.

**January 2000 – February 2001 Accountant, Expert Afonso S.A. –** Only employee in accountancy. Accounting operations from A to Z. Payroll management.

**August 1999 – September 1999 Assistant Accountant, Expert Afonso S.A. –** Only employee in accountancy. Accounting operations from A to Z. Payroll management.

**August 1999 – June 2001 Accountant, Dr Tomb Emmanuel (Dentist) –** Accounting operations. Payroll management.

**February 1997 – August 1997 Assistant Accountant, Expert Afonso S.A. –** Only employee in accountancy. Accounting operations from A to Z.

**TRAINING**

**2008 Team Work Process, 1 month**

**2005 Translation Techniques, 2 months**

**2003 English Comprehensive Course, 2 months**

**SPECIAL SKILLS**

Microsoft Office and similar softwares ; SDL Trados Studio

Excellent knowledge of French grammar, vocabulary and spelling

Quick learner, motivated, high adaptability

**MISCELLANEOUS**

First-aid rescue worker, stretcher bearer, first fire responder