EDUCATION

2004 - Present

2002-2004

2001 - 2002

2000

France MOTAIS DE NARBONNE

CEFIPA, Paris, France

Preparing by apprenticeship a Master's Degree in Generalist Engineering

Orsay University Paris XI

Diploma of Higher Education in Biology with speciality in data processing.

One year of specific training to enter the "grandes Ecoles" of engineering.

Jean Jacques Rousseau College, Paris, France.

A Level, with major in Maths.

Experience

October 04 - Present

Mairie de Paris, Paris, France.

- Participated in projects about changing the information processing systems.
- Planned the project phases.
- Prepared and administered official projects documents.
- Tested the developed system.
- Analyzed databases to export to new system.

May 04 - July 04

CNRS (Centre National de Recherche Scientifique), Paris, France.

Internship in Laboratory of Electromagnetic Radiation.

- Developed a database on Access and MySQL.
- Created dynamic Web pages giving access to the database with PHP and HTML languages.

July 03 – August 03

PREFECTURE DE POLICE DE PARIS, Paris, France.

• Administered the files of requests for residence permits on internal software.

May 02 - July 02

I.R.P AUTO, Paris, France.

- Managed documentation-
- Updated the database on internal software.
- Carried out investigations.
- Answered the phone-calls.

April 02 - April 02

CORTAL, Paris, France.

• Sorted, classified and transmitted documents.

August 01 - August 01

A.G.F, Paris, France.

- Contributed to the installation of the office by increasing space.
- Managed documentation.
- Updated a database on the capital expenditure.

July 00 - August 00

SPIDER, Paris, France.

- Controlled and indexed the invoices for the sales department.
- · Checked the orders.
- Managed documentation.

Skills

English : Good working knowledge **French:** Mother tongue

Spanish: Familiar

Vietnamese: Mother tongue

Computer science:

Word, Excel, Access, PowerPoint, HTML, PHP, MySQL, SQL, Scilab, Turbo Pascal,

Dreamweaver: Good practice

C++, Visual Basic, Maple, Rasmol, Delphi & CAO: familiar

ASP, CSS, Java script, Flash: Familiar

HORRIES

Swimming (4 years), private tutor to teach students Mathematics, Physics and Biology