

# Caroline Boubée

Legal Assistant

## Description

### **Cjudicial / legal expertise :**

- Management and follow-up of files (amicable and contentious)
- Drafting of simple documents
- Follow-up of RPVA procedures
- Management of postulations on behalf of external colleagues
- Contact with the various legal partners
- Formalities with court registries and lawyers

### **Secretariat/Assistant**

- Management of telephone calls
- Management of the agenda
- Travel management
- Management of administrative files: constitution, follow-up, filing, archiving, drafting and sending of letters, drafting of emails

### **Accounting**

- Management of collections, invoicing (issuance of invoices, follow-up of unpaid invoices, management of taxation files), follow-up of CARPA operations.

.

### **Informatik**

- Office software: Word, Excel, PowerPoint
- Communication tools: Outlook, telephone, fax, intranet and internet

## Experiences

- From 2002 to 2007: Formalities officer at the Centre de Formalités des Entreprises de la CCI de Lyon
- Since 2007: Assistant of Maître Philippe NUGUE and his team

## Formation

- BTS secrétariat de Direction
- Bac G1 techniques administratives