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.

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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