

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