

MEFTAH Haciba
h.meftah@live.fr
52 avenue Normandie-niemen
77270 Villeparisis (FRANCE)
(+33)6.99.47.98.67

INTERNSHIP FROM JUNE TO SEPTEMBER (2012)

PERSONAL DETAILS

Reliable, lively, and adaptable professional, I have well developed communication and interpersonal skills.

PROFESSIONAL EXPERIENCE

Saleswoman and receptionist in “Alinéa” 77270 Villeparisis September-November 2011 (student job)

- In charge of the reception and attribution of credit cards. I was welcoming customers, selling offers. I was in charge of the data capture in order to create credit cards in partnership with “Banque Accord”.

Saleswoman in the bakery “La Baguette du val” 77700 CHESSY June-September 2011 (student job)

- In charge of the reception of customers (mainly foreign customers), sale of products (breads, pastries, cakes...), handling customers transactions at the check-out, maintenance and arrangement of the bakery.

Activity leader in the grade school “Charlemagne”, 77270 Villeparisis September 2010-June 2011 (student job for the city hall)

- In charge of children by organizing educative and recreational activities, sporting events and reading activities in order to open their minds, to develop their creativity and enrich their vision of the environment.

EDUCATION

- 2010-today Student in the University School of Law “Sorbonne-Panthéon”
- 2009-2010 « Classe préparatoire littéraire », preparatory class for Sciences-po.
- June 2009 High school diploma option economics with honors

LANGUAGE

French : native language
English : study language
Spanish : study language

ACTIVITIES & INTERESTS

- Voluntary worker for the Association «L'après» in charge of convey a message of hope in poor districts and emphasize on the importance of the education and the culture in our societies.
- Passionate about photography, I take photographs since 2009 : I made the book of a stage actress of “Cours Florent”, dancers, and I make photographs for my own pleasure (Paris, travels, friends...). I like to convey human relationship and the multiculturalism of Paris through my photos.
- Social affairs, and literature.

REFEREES

Economic teacher : laetitiababou@hotmail.com / 06-63-68-47-58

English teacher : hilda@alexanian.net / 06-20-12-78-37

Others available upon request.

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20th January 2011,

Re : Work placement

Dear Sir,

I would like to apply for an internship during 4 to 8 weeks this summer.

I am a french student at “La Sorbonne” and I am currently majoring in law. At 20 years-old, I am a serious young woman, eager to learn about my future professional environment. Passionate, I always carry a lot of interest and involvement in my tasks. Open-minded, I am curious about a work experience in a foreign country. I wish to acquire an American professional experience which would help me improve my language skills and gain a better perspective on my career. Indeed, I want to work in an international organization once I am graduated.

I think that my skills and personality could match your requirements.

Thus, I would be very pleased if you could consider my candidacy.

I am open to any other proposal that could contribute to my academic and professional success. I look forward to hearing from you.

Yours faithfully,

MEFTAH Haciba (Miss).

Encs: Curriculum Vitae

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Le 20 Janvier 2011,

Objet : candidature pour un stage
Pièce jointe : CV

Madame, monsieur,

Étudiante à la Sorbonne, je désire candidater pour un stage de 4 à 8 semaines dans vos services.

Je prépare une licence parcours droit international et envisage de travailler dans une organisation internationale une fois diplômée. Ainsi je souhaite bénéficier d'une expérience professionnelle à Chicago, pour perfectionner mes compétences linguistiques et élargir mes perspectives professionnelles.

A vingt ans, je suis très curieuse de découvrir les conditions de travail d'un milieu professionnel qui me passionne et dans lequel je souhaite évoluer.

Sérieuse, ouverte d'esprit et motivée, je pense que ma personnalité et mon parcours scolaire feront de moi une stagiaire productive et intéressante. Tandis que mon année en hypokhâgne m'a permis d'acquérir des connaissances historiques et culturelles, mes cours de droit favorisent ma compréhension du monde, des enjeux sociaux et juridiques qui se posent sur la scène internationale.

Je serai honorée de contribuer à votre mission dans le cadre d'un stage de Juin à Septembre 2012.

Je suis ouverte à toute autre proposition qui pourrait contribuer à ma réussite scolaire et professionnelle.

En espérant une réponse positive de votre part,

Respectueusement,

Melle MEFTAH.