

Gaud Luneau

Trilingual finance & administrative manager freelance

ACTIVITY

Creation of DAFnature to assist, support and advise the leaders of VSEs, small SMEs and associations with the implementation of an efficient and responsible administrative and financial management within their organization.

PROFILE

Know-how: SME and position creation. Operational, generalist, multidisciplinary profile. Administrative, accounting and HR management. Project coordination. International environment.

Social skills : affable, persistent et optimistic. Committed, loyal & honest. Pragmatic, organized et punctual. Analysis & overview. Solution & customer-oriented. Autonomous, teamwork spirit, adaptability.

PROFESSIONAL EXPERIENCE

Trilingual CFO/ Finance & Admin. Manager & company creation

DAFnature, France | November 2019 - today

Pharmamar, France | Dec. 2014 - may 2019

Maritime Port Consulting, Spain| July 2011 - may 2014

Trilingual Office Manager

Crisis Action, France | Sept. 2012 - Nov. 2014

MCM, Spain | Sept. 2009 - May 2011

AGH Hoteles, Spain | Feb. - Dec. 2008

Trilingual Executive Assistant: owner, MD/VP, HR, CFO

Kohler Power Systems, France | July 2012 - June 2013

Claranova, France | May 2005 - Nov. 2006

SH Hoteles, Spain | April - Nov. 2004

AG2R La Mondiale, France | June 2000 - Aug. 2002

PFG Prévoyance, France | July 1998 - Jan.2000

Diétéform, France | June 1997 - June 1998

Crédit Agricole Indosuez, France | July 1996 - Mar. 1997

Garibaldi Communication, France | June 1995 - April 1996

Free-lance

Translator | 2007 - 2011

Retranscriptions for books| 2019, 2002-2003, 2001




CONTACTS

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 For a detailed résumé:



LANGUAGES & IT

•••• French

•••• Spanish


•••• Russian


•••• Pack MS Office


•••• Admin. management

•••• HR management

EDUCATION

 Admin. & finance manager, Cegos (2019)

 DEUG Administration Economic & Social (1999)

 Prepa. class to CPEI & DULCO of Russian (1997)