



SECRÉTECH PLUS

... SECRÉTARIAT . BUREAUTIQUE . INFORMATIQUE ...

Like Obélix, who fell into the magic potion when he was a little boy, I showed an early interest in the secretarial world. At the young age of 8, I asked for a typewriter as a gift!

People say that I have eagle eyes and that I'm a watchdog when it comes to proofreading and editing texts, as I see everything that's wrong in documents and as my level of English is excellent.

These are the reasons why I chose to specialize myself in linguistics (editing, proofreading, translation and writing). I also specialize in document layout.

Choosing me as a virtual assistant or as a virtual secretary will give you peace of mind, knowing that the work you delegate to me will be of excellent quality, as it is someone with more than twenty years of experience who works on it. Also, your satisfaction is my priority.

Be advised that I have a strong experience as an administrative secretary in civil engineering, as well as in the municipal world.

CAROLINE MARIE FIDALGO

Virtual Assistant/Secretary

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 French and English

EDUCATION

DCS (DEC) IN OFFICE TECHNOLOGY 2019
Office Work Coordination

ACS (AEC) IN OFFICE TECHNOLOGY 2013
Office Work Coordination

DPS (DEP) IN SECRETARIAL STUDIES 2005

SKILLS

- Editing ●●●●●●●●●●
- Proofreading ●●●●●●●●●●
- Translation ●●●●●●●●●●
- Writing ●●●●●●●●●●
- Document Layout ●●●●●●●●●●
- Data Entry ●●●●●●●●●●
- PPT Presentation ●●●●●●●●●●
- Internet Search ●●●●●●●●●●

SOFTWARE

- MS Word ●●●●●●●●●●
- MS Excel ●●●●●●●●●●
- MS PowerPoint ●●●●●●●●●●
- MS Outlook ●●●●●●●●●●
- MS Publisher ●●●●●●●●●●
- G Suite ●●●●●●●●●●
- Canva ●●●●●●●●●●