**INES METTE- BELKEBLA**

1B St Peter Street, DD1 4JJ, Dundee

Mobile : 07447551020, E-mail : inesbelkebla@gmail.com

**Employment:**

2009: **Berlitz**, Boulogne, France

Internship:

-Welcomed customers at the reception

-Answered the phone

-Booked lessons and meetings

-Organised the lessons schedule and

-Managed the stock

-Seized regulations

-Administrative tasks

-Sent bills

2010-2012 : **Le Grenier de la Licorne**, Bayeux, France

Summer job:

-Selled antiques

-Advised customers about antiques

2010-2012:

**Other skills:**

Computer literate: good knowledge of Word and Excel, as well as e-mail, Outlook and the internet

Fluent in French and English, good Spanish (level B1)

Have a First Aid Certificate and a Swimming Certificate

**Education:**

2009-2012: **Lycee Lucie Aubrac**, Courbevoie, France

Scientific Section, specialization in biology

European section, passed the Cambridge First Certificate in October 2009

2011: **Berlitz**, Boulogne, France

Took English lessons, got a certificate of a C1 level in English

2012- : **University of Dundee**,

 Dundee, Scotland

Biomedical studies ( year 1)

**Personal Details:**

Date of Birth: 17 September 1994

Nationality: French

Gender: Female

Work Status: European Citizen

Interests: Studying English, travelling and discovering new cultures