

Marie Diligent Parker

DOB: 31 July 1968

Nationality: French

8 Lynton Gardens
Harrogate HG1 4TE
UK

Home telephone: +44(0)1423 81 92 86

Mobile phone: +44(0)7968 74 47 19

email: home@marieparker.co.uk

PROFILE Confident, passionate • Business minded • Team player • Multilingual
Excellent sense of organisation • Computer literate • Adaptable

CAREER HISTORY

Since September 2004 Registered Childminder & tutor, Harrogate

<http://happyfrogs.over-blog.com>

Responsibilities: Marketing and management of the childminding & tutoring business
Working in partnership with parents to manage Children's behaviour & promote the learning and development of all.
Create high quality setting which is welcoming, safe and stimulating and where all can enjoy learning in confidence.
Set up policies and procedures available to view on www.marieparker.co.uk

Achievements: Developing my own multi-sensory approach using several different tools like textbooks, audio, multimedia and conversation which facilitates quicker proficiency.
Achieved good work/life balance

Ofsted report available on <http://www.ofsted.gov.uk/> Registration EY297778 and other written references available on request

Sep 2009 to Nov 2009 North Yorkshire Learning Consortium Harrogate

Temporary Part-time position, data input with additional admin duties to support learning in the Third Sector.

May 2008 to Sep 2009 www.bridgeeurope.com

Part-time Freelance Web master for a French Company selling IT Training, software and other IT products.
Reorganising the site, keeping web pages up to date.

Aug 2000 to April 2004 CODA plc, Harrogate

Award-winning Financial Management software, www.coda.com.

I had the following positions in Harrogate:

Feb 2004 to Aug 2004: Licensing and Distribution Administrator

Sending software and license code after checking customer contracts and entitlement.;

Jan 2001 to Jan 2004: Support Analyst

Advising European customers in technical installation and day-to day running of Coda Financial Software; and Telephone support relating to bugs or operational errors introduced by customer and enhancement requests.

Aug 2000 to Jan 2001: European Support Administrator

Handling initial queries and logging each call with brief summary and identifying the suitable support team.

Aug 1999 to Aug 2000 ORVIS, Harrogate

Deputy Manager of fly-fishing and outdoor clothing shop

Responsibilities: • Customer services, staff rota, ordering, merchandising and banking

Oct 1998 to July 1999 Sales Assistant, HOBBS Ltd, Edinburgh

Dec 1997 to June 1998 Computer Support, Compaq & Digital Equipment, Dublin

Diagnosis by telephone to solve faults with client's computer hardware and printers for French and German speaking customers.

June 1995 to Nov 1997 Property Manager, ORCO PROPERTY GROUP, Prague

<http://www.orcogroup.com/> Real Estate Investment Company specialised in high quality accommodation and prestigious offices for corporate clients of various nationalities.

Responsibilities: Tenant liaison in property matters regarding general maintenance upkeep of all aspects of the company properties.
Office administration.

June 1991 to Sept 1994 Winemaker Château de Vaux, Lorraine, France

Overall running of our family vineyard
Cultivation of the vine and Wine Making
Wine sales to restaurants, stores and private clients
Organisation of Wine Festivals and Formal receptions
Company accounting...

EDUCATION

- Dec 2005** CACHE Level 3 certificate in Childminding Practice, Harrogate College.
- Sep 2003** **AAT Foundation (NVQ Level 2) / Certificate - equivalent to GCSE's grade A-C**
Skills learned: Administrative processes. Double entry bookkeeping. Accounting systems. Purchase, sales and general ledgers.
- June 1995** Foreign Language and Economics Studies at Dijon University
- June 1991** Master Degree CCAA (Cadre Commercial en Agro-Alimentaire) equivalent to a Master Degree in Food Sales Techniques at TECOMAH-CCI Paris
- June 1990** Brevet de Technicien Supérieur (BTS) Wine cultivating and Oenologie Certificate, Avize, Champagne

LANGUAGES

- French** Mother tongue
English Bilingual, 14 years on the British Islands
German & Czech Intermediate level (spoken)
Polish & Spanish small understanding

COMPUTER SKILLS

Experienced in many software packages with Mac and Microsoft: Office, Databases, Excel, word, Sage, Photoshop, website designer and Google tools...

FULL DRIVING LICENSE

I have a 7-seater car insured for business use.

PERSONAL INTERESTS

Board and card games, running with Parkrun, swimming, piano, theatre, St Robert's PTA and environmental issues.