

VIRGINIE ALLFLATT (-PFEIFFER)

ADMINISTRATIVE ASSISTANT



Employment history

today



December 2022

Administrative assistant

Syware sàrl, Prilly

- Receiving and managing phone calls in French, English, and German
- Processing customer orders and tracking deliveries
- Preparing quotes and invoices via our internal ERP
- Managing after-sales service
- Drafting various documents (letters, presentations, internal documents)
- Participating in the proofreading of content integrated into client applications
- Collaborating in the testing phases of our digital products
- Providing recommendations on ergonomics (UI/UX)
- Taking minutes of client meetings

November 2022



January 2010

Film Access Collaborator (print and digital)

Cinémathèque suisse, Penthaz

- Handling image requests from the collections by email and telephone in French, English, and German
- Researching various internal and external databases, creating quotes, sales, and tracking order delivery
- Providing information on rights holders, pricing, and procedures
- Technical coordination of one-off projects (DVD box sets, online video publications)
- Entering information into the database
- Monitoring projects from initial request to final delivery with logistics
- Organizing national and international material transport
- Participation for over 5 years in the development of internal web tools as a business specialist
- Liaison with developers (product owner), user trainer

2009



2005

Exploitation and technical manager

Cinérive SA, City Club movie theater, Pully

- Scheduling and training of projection and venue staff (technical installations, cash register system, bar, security)
- Ensuring the cleanliness and safety of the premises
- Preparing and screening the program in 35mm and various video formats
- Coordinating with partners and external service providers (caterers, organizers, directors, technicians)

2004



2000

Barmaid, Film projectionist

Ciné Qua Non SA, Lausanne

- In charge of public projections of the ordinary programme in 35mm and video, bar tending

2005



2001

Volunteer collaborator

Zinéma, Lausanne (Association)

- Cinema administration and management assistance
- Volunteer recruitment and training

CONTACT

Virginie Allflatt (-Pfeiffer)

Swiss nationality

Born on February 16th, 1982

078 956 45 24

vallflatt@gmail.com

<https://www.linkedin.com/in/virginie-allflatt>

Address

Chemin des Bossons 31

1018 Lausanne

PROFILE

Over 10 years of experience in administrative support, sales, and customer relations in the fields of software development, film, and audiovisual. Curious and motivated, my related skills acquired in digital media, digital strategy, and web application development make me a versatile and highly autonomous collaborator.

SKILLS

Office suite

- MS Office
- Word
- Excel
- Outlook
- Powerpoint
- Databases
- ERP data entry
- Edition, Creation on Wordpress
- Planification tools (Trello)
- Teams
- Social networks

Specific

- Good writing skills
- Perfect spelling
- Fluent English and French
- Good oral expression
- At ease with technology
- Digital strategy skills

Personality

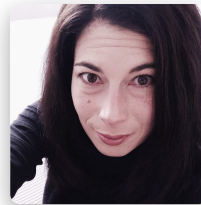
- Sociable
- Polyvalent
- Rigorous
- Precise
- Reliable
- Proactive
- Autonomous
- Good customer contact

Languages

- French: native
- English: C1-C2
- German: B2-C1
- Italian & Spanish: basic notions

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ADMINISTRATIVE ASSISTANT



Education & Qualifications

2023

Le Wagon, Lausanne: web application developer

- 9-week training
- HTML, CSS, Ruby, Javascript, SQL
- Algorithm
- Creating and querying relational databases
- Object Oriented Programming
- Conception, development and public demo of an app coded in 2 weeks as a group.
- Fullstack developer and Product Owner for the project,

2017

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2016

SAWI, Lausanne: Digital strategy specialist + introduction to marketing

- 90-hour training
- social medias
- Digital branding
- Big data & analytics
- Project management
- SEO/SEA
- Content strategy
- E-mailing & e-commerce
- Automation marketing
- Digital media purchasing
- Speed-learning course *Video, photo and editorial content production*
- SEO optimized content writing on Wordpress

2004

↑

2003

PROCINÉMA / FOCAL, Lausanne: cinema operator/projectionist certificate (brevet B)

- Practical and theoretical training on cinematographic projection
- Electrical engineering
- Analog and digital sound
- Security in movie theatres
- Troubleshooting
- Mechanical and electrical installations maintenance
- Video formats and projection
- 35mm and 16mm formats and projection

2001

↑

1999

Gymnase Cantonal de la Cité, Lausanne

- Federal Diploma of Vocational Education (philosophy/psychology)
- Mathematics
- Latin
- French
- German
- History
- History and science of religions
- Geography
- Biology
- Chemistry
- Physics

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