
From: Jeffrey <jeevacation@gmail.com>
Sent: Friday, October 19, 2012 3:22 PM
To: Andre Dunstetter
Subject: Re: Résumé Maxime Besson-Vivenzi

8 o'clock please , running late

On Oct 18, 2012, at 4:30 PM, "Andre Dunstetter" <[REDACTED]> wrote:

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Attached !

From: BESSON Maxime <mailto:[REDACTED]> =
Sent: Tuesday, October 16, 2012 11:29 AM
To: [REDACTED]
Subject: As promised

My Dear André,

As told today, please find attached my resu=e for the position as private assistant for your friend. I have always been interest=d in dealing with this kind of job.

In my current position as PA to the directo= of Total SA Mergers & acquisitions, I am used to work in a high-pressure environment where accuracy and attention to details are essential. I am = responsible for coordinating all the teams and attending to all of the administrative needs. This role requires a high degree of professionalism,=20 maturity, loyalty, confidentiality and the ability to communicate at all = levels effectively. I pride myself on my ability to deal with pressure and=20 multi-task with a positive and flexible attitude.

I◆=99m proactive and I always aim at going above and beyond my set duties to make sure the b=st systems are in place so that the actual life and business of your friend c=uld work as effciently as possible. I think that the difference between someth=ng good and something great is attention to details.

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Hope to see yo= quickly in Paris,

Warm best,

Maxime

<CV Maxime Besson-Viven=i.pdf>

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