

# CURRICULUM VITAE

## PERSONAL INFORMATION

Name **JOLION JÉRÔME**  
Address **MAISON-FORTE 25, 1287 LACONNEX, SWITZERLAND**  
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Nationality Swiss (Fribourg)  
Date of birth OCTOBER 20<sup>TH</sup>, 1976

## WORK EXPERIENCE

- Dates (from – to) 2002 (April to November), during my Non-military national service
- Name and address of employer **Geneva Federation for Cooperation and Development (GFCD)**  
Rue Amat 6, PO Box 6, 1211 Geneva 21
- Type of business or sector The Federation groups fifty Geneva-based associations working in the field of international development and/or public information on North-South relations.
- Occupation or position held Administrative collaborator
- Main activities and responsibilities
  - Update of the web site of the organisation (<http://www.fgc.ch>)
  - Responsible of the monthly internal newsletter : redaction, coordination, sending
  - Editor of articles about the projects which are financed for various newsletters
  - Secretarial work : phone contacts, mail's management, sorting and filling,...
  
- Dates (from – to) 1997 (January) – 2001 (December)
- Name and address of employer **Fintel SA**  
Rue François-Perréard 18, 1225 Chêne-Bourg
- Type of business or sector Company specialized in specific software's development for the trading's and financing's domains
- Occupation or position held Software Engineer
- Main activities and responsibilities
  - Development in Visual C++ of specific client-server applications for the trading's (coffee, cocoa, rice, oil) and management's domains (real hiring, consultants management, ...).
  - Installation of web site with interface to databases with HTML, ASP, ISAPI technologies.
  - Analyses, development and follow-up of the internal management's software (offers/orders, client/supplier invoicing, project's management, time's management, hard/software's inventory for the company and clients)
  
- Dates (from – to) 2001 (September to October), during my Non-military national service
- Name and address of employer **Vacances Nouvelles**  
Rue Dassier 17, 1205 Geneva
- Type of business or sector Organization of holiday camps for children and teenagers during school holidays
- Occupation or position held Administrative collaborator, coordinator
- Main activities and responsibilities
  - Various jobs of administration and organization of holiday camps.
  - Coordinator in a camp for teenagers in France

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

1998 (August to November), during my Non-military national service

**Swiss Foundation of the International Social Service (ISS)**

Rue Alfred-Vincent 10, PO Box 1469, 1211 Geneva 1

Society with the objectives to resolve family international problems: bi-national wedding, child kidnappings, immigration,...

Software Engineer

- Development in Visual Basic of a software of statistics concerning their consultations' monitoring.
- Network's installation and organisation of the shares of their files, printers and internet access.
- Users formation to MS-Office and Internet

**EDUCATION AND TRAINING**

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

1999 – 2001

**Cerfi SA**

Private Institute of extra-professional formations

- Organization
- Management (law, company management, finances, accounting)
- Information and Technology
- Projects management

Diplôme fédéral d'Informaticien de gestion (delivered by the Société Suisse des Employés de Commerce)

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

1995 – 1997

**Ecole Supérieure d'Informatique de Gestion**

Public school specialized in IT and management. Is included now in the High School of Management of Geneva.

- Information and Technology (Conception, Analysis, Realization)
- Management (accounting, company management, law)
- Projects management, Organization

Diplôme d'Informaticien de gestion (Mention Very Good)

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

1991 – 1995

**Ecole Supérieure de Commerce**

Commercial and Management school.

Management (accounting, company management, law)

Languages (French, English, German)

Certificat de Maturité commerciale

## PERSONAL SKILLS AND COMPETENCES

- MOTHER TONGUE
- Qualification awarded

### OTHER LANGUAGES

- Qualification awarded
  - Reading skills
  - Writing skills
  - Verbal skills

## SOCIAL SKILLS AND COMPETENCES

## ORGANIZATIONAL SKILLS AND COMPETENCES

## TECHNICAL SKILLS AND COMPETENCES

## HOBBIES

## DRIVING LICENCE(S)

## ADDITIONAL INFORMATION

## CONTACT PERSONS

### FRENCH

CERTIFICAT DE CONNAISSANCE DU FRANÇAIS  
(DELIVERED BY THE CHAMBER OF COMMERCE OF GENEVA)

### ENGLISH

FIRST CERTIFICATE IN ENGLISH – UNIVERSITY OF CAMBRIDGE (GRADE B)

GOOD

GOOD

GOOD

- Good integration: Various employments during the non-military national service enabled me to work with teams of very different people from an assignment with another, and that always occurred easily.
- Contacts with external people: Frequent contacts with the customers for the follow-up of the projects at Fintel.
- Autonomy, independence: Working in companies where the other employees were not in the domain of IT obliged me to have a certain autonomy and to be entirely responsible of my work.

- Team work: Projects equipments at Fintel. In addition, I was (and I am) a president of several associations (computer's club, billiards) where management and decisions are carried out in committee.
- Budgetary control: My leading functions in my voluntary activities led me to have to manage the expenses and the gains according to the annual budget.

- Development : Visual C++, Visual Basic
- Conception : Merise, Sybase PowerDesigner
- Databases : MS SQL Server, Oracle, MySQL, Access
- Internet : HTML, ASP, PHP, ISAPI

- Webmaster
- Philately
- Billiards
- Cycling

A1, A2, F, G = 01.10.1996

B, D2, E = 10.05.2000

- M. Robert De Picciotto, Fintel SA, Manager, Tel. 022 869 10 00
- Mme Gail Hunter, FGC, Responsible of the secretariat, Tel. 022 738 04 88

## **ANNEXES**

- Diplôme Fédéral d'Informaticien de gestion
- Diplôme d'Informaticien de gestion
- Certificat de Maturité commerciale
- Certificat de connaissance du français
- First Certificate in English – University of Cambridge
- Certificat de travail – Fintel SA
- Certificat de travail – Fondation Suisse du Service Social International

**LAST UPDATE**

August 9<sup>th</sup>, 2002