

Hilarie, Djagli
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Profile:

I am a confident graduating student in Business Management program. My three years of academic and professional internship experience has developed my communication, and computer skills require to assist the executives and organization in achieving its mission. Highly motivated, and energetic to accomplish all task handed with excellence.

Skill:

Bilingual: Fluent in French and English

Computer Skills: Proficient in Microsoft Word, PowerPoint, Excel and Outlook Compete Business Model Canvas Strategy

Confident, positive, optimistic, cheerful and a team leader

Education:

LaSalle College

Diploma - Collegial Studies (DEC) - Business Management: 2016 - 2019

Datus High School

2012 - 2015

Tema, Ghana

Work Experience:

Intern in administrative assistant at LaSalle des petits Daycare

- Compile information and prepare rapports
- Compose and edit already written materials
- Provide tour and guidance for recruits
- Participates in the organization Daycare activities

A cashier at Petro-Canada

2018

- Offering information to customers
- Selling groceries and car related items
- Keeping the front area clean and organized

Call center representative at IQOR

2018

Montreal, QC

- Build a strong relationship with customers
- Assist customers in all phase of buying and correcting mistakes made online
- Train new agents on the floor

References from work and schooling are available upon request