IAN KELLY

1060 Van Horne Ave

Montréal, QC

514.449.3799

EDUCATION

LaSalle College, Montréal, QC –Fashion Marketing
SEPTEMBER 2016 - PRESENT

Carleton University, Ottawa, ON – Bachelor's of Commerce – Honours– Concentration in Accounting.
SEPTEMBER 2010 - APRIL 2015

Successfully completed a Bachelor's degree in the spring of 2015.

SKILLS

Proficient with Microsoft Office:

- Excel
- Word
- Powerpoint
- Access

Familiar with Adobe Software including:

- Illustrator
- Photoshop
- InDesign

SAP Financial module

Accounting practices

EXPERIENCE

ONE UNDONE, Montréal, QC – Operations Manager
OCTOBER 2016 - PRESENT

Coordinate events and sales for ONE UNDONE, a temporary store and gallery space featuring clothing by Pedram Karimi and furniture by Loïc Bard.

Pedram Karimi, Montréal, QC – Marketing Intern
OCTOBER 2016 - PRESENT

Assists Pedram Karimi with the communication of his brand.

The Ottawa Hospital, Ottawa, ON –Health Records
JUNE 2014 - PRESENT

Developed customer service skills while responding to patient inquiries regarding their health records information. Oversaw the release of information while protecting patient confidentiality.

REFERENCES AVAILABLE
UPON REQUEST.