**Gilda, PARISOT**

Montréal, QC., H3H 2R7

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**Profile:**

I am looking for an **unpaid/paid internship** position as an **office assistant**, or **documentation clerk** with a company where I can apply and further develop my acquired skills. My free “stage en milieu de travail” is for **105 hours minimum** at your convenience.

**Skills:**

* French (mother language), English (advanced), Spanish (intermediate)
* Fast learner, Motivated, Organized, Strong social skills
* MS-Word, Excel, MS-Project, MS-PowerPoint

**Awards and Achievements:**

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| 1st place at CEO 2018 – Business Management Competition  LaSalle College, Montréal, QC. | 2018 |

**Education:**

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| Diploma - Collegial Studies (DEC) – Business Management  LaSalle College, Montréal, QC. | | 2015 - 2018 |
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| Caribbean International Academy – High School  Saint Martin | | 2010 - 2014 |

**Work experience:**

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| **Shift leader**  Brigade Pizzeria, Montréal   * Management of the shift * Ensure quality service and good customer service * Training of new employees | 2015 - 2018 |
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| **Guide and Dive Instructor Assistant**  Blue Bubbles, Dive center, Saint Martin   * Check all diving equipment and ensure passenger safety on the boat * Assist customer with gear * Clean all the material | 2014 - 2014 |
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| **Store Manager**  Vicompte A. et Gastra, Saint Martin   * Financial gestion of the store * Sales adviser * Training of new employees. | 2013 - 2014 |

References from work and schooling are available upon request.