Claudia arias

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Spanish and English

# summary

Practical experience work in sales. 8 years of experience

# HIGHLIGHTs

* Flexible scheduling
* Organized and responsible
* Background working on a variety of assignments
* Dedicated
* Reliable customer service
* Critical thinking

# Technical skills

* Pc proficient
* Microsoft Office
* Adobe Photoshop
* Adobe Illustrator
* Adobe InDesign

# General work experience

2012-2013 Grupo Tajal Aled ( Assistant manager) Tapalpa; Jal, Mexico

* In charge of the employees, their schedules, work and payments.
* Assisted in both accounting and categorization of documents.
* Responsible for ensuring proper pay for any and all deliveries to the work place.

2010-2012 Grupo Tajal Aled ( Secretary) Tapalpa; Jal, Mexico

* Made responsible for payroll and customer service .
* Tasked with telecommunications and customer service .
* In charge of the purchase and reception of products.

2007-2010 Grupo Tajal Aled ( Sales clerk) Tapalpa; Jal, Mexico

* Partly responsible for sales.
* Ensuring materials for sales are readily available.
* Maintenance of the work place.

# EDUCATION

Professional cooking (DVS Diploma) 2016

College LaSalle Montreal, QC, Canada

MAPAQ Certificate 2016

Montreal, QC, Canada

Event planning 2015

College LaSalle Montreal, QC, Canada

High school University of Guadalajara 2011

Tapalpa, Jal, Mexico

# Cooking Experience

* **Stached at Le Club Chasse et pêche**

Placing 26th on Canada’s100Best.com for 2016, Le Club Chasse et pêche is an up and coming French cuisine restaurant located in the Old Port Montreal. Here, I was in charge of mise en place (prep) as well as assisted with dinner service.

* **Participated in the following events:**
* La Semaine des Écoles Hôtelières 2016
* Gala de la mode 2016
* Repit Quebec 2016