**Duc Anh, Tran**

Montréal, QC., H1X 1H1  
Email: [ducanhtranhvnh@gmail.com](mailto:ducanhtranhvnh@gmail.com)Mobile: (514) 250 5641

**PROFILE**

I am looking for an **unpaid 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 **4 weeks** at your convenience.

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| **SKILLS** |
| * Tri-lingual: English, Vietnamese, French * Advanced level at Microsoft Office: Word, PowerPoint, Excel * Teamwork * Breakdown and simplify complex concept * Good listener * Design logo, brochure, PowerPoint, etc. |

**EDUCATION**

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| **LaSalle College**  Business Management – DEC  CEO 2019 – Final Project – 3rd prize | 2017 - now |

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| **DES (Equivalency of Québec Government)**  Hoang Van Thu High School  Hanoi, Vietnam | 2012 - 2015 |

**RELATED WORK EXPERIENCE**

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| **Waiter**  **Restaurant Hoai Huong/An Nam/Chez Lien, Montréal**   * Work in a fast pace * Collaborate with teammates * Listen and solve clients’ problems | 2017 – Now |
| **Bartender**  **Cafe The Frog, Hanoi, Vietnam**   * Organize tasks in an efficient way * Stay positive in different situations | 2016 - 2017 |
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-References from work and schooling are available upon request-