**Duc Anh, Tran**

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**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.
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**EDUCATION**

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

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| **DES (Equivalency of Québec Government)**Hoang Van Thu High SchoolHanoi, 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-