**Dang Chan**

Montréal, QC., H3N 2J5

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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

**Skills:**

* English, Russian, Vietnamese, French
* Positive, optimistic, cheerful
* MS-Word, Excel, Access, PowerPoint

**Education:**

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| Diploma - Collegial Studies (DEC) – Insurance And FinanceLaSalle College, Montréal, QC. | 2016 - 2019 |
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| Bachelor Degree – Management National Aerospace University Kharkov, Ukraine. | 2012 - 2016 |
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**Work experience:**

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| **Cashier**National Parking, Montréal* Take payments
* Take numbered tags from customers, locate vehicles, and deliver vehicles, or provide customers with instructions for locating vehicles.
* Keep parking areas clean and orderly to ensure that space usage is maximized.
* Direct motorists to parking areas or parking spaces, using hand signals or flashlights as necessary.
* Park and retrieve automobiles for customers in parking lots, storage garages, or new car lots.
 | 2018 - 2019 |
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| **Tire technician**Pneus Talon Inc, Montréal* Properly secure vehicle to lift to ensure safe operation
* Properly dismount and remount tires and wheels securely on vehicle
* Properly dismount and remount tires onto wheels without damaging either
* Operate all related equipment and tools as trained
* Operate independently and as a team member
* Perform and demonstrate Customer Service Satisfaction
* Fulfill Company Philosophy and Goals
 | 2017 - 2018 |
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| References from work and schooling are available upon request. |  |
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