S

ISTORY

**P**ROFESSIONAL

SKILLS

REFERENCES

WORK H

02/2017 to Current

03/2016 to 01/2017

01/2015 to 02/2016

11/2014 to 01/2015

04/2013 to 09/2013

CARLOS TOVAR

5539 Chemin Upper Lachine, Montréal, QC h4a2a5

Home: 5149034966 - Cell: 5145747486 - carlosalber11@gmail.com

UMMARY

I consider myself to have quite a substantial understanding on how to lead in fast-paced,  
challenging environments. Seeking the opportunity to helm a development team in an industry-  
leading organization. Background in office methods, Outlook calendaring, travel arrangements,  
expense reports and event planning. Good organizational, clerical and phone skills and ability to  
accept direction and follow office procedures. Including that I'll show my competences related to  
be responsible, compromised and to demonstrate how well I can adapt to different environments  
obtaining at the same time an advantageous international business experience, as well as being  
integrated into Canadian culture.

Partnering with cross-functional disciplines Work Order Completion  
Identifying best practices Customer Satisfaction  
Fluent in English and Spanish Managing multiple projects  
Driving continuous improvement Negotiation  
Strong Organizational Skills Excellent Communication Skills  
Customer Service Complex Problem Resolution  
Team Management Skills Market Strategy

Microsoft Office  
Time management

References available on request

Moving Helper

***AMJ Campbell*** –*Montreal*, *QC*

Busboy

***L'Autre Saison*** –*Montreal*

Runner and Busboy

***Le Pois Penché*** –*Montreal, Canada*, *Quebec*

Managed a staff of 10 people.  
Drove specification, scheduling, status and review processes.  
Developed strategic plans and initiatives.  
Oversaw HR training, coaching, mentoring and staff retention.  
Developed monthly reports.  
Revised plans as needed to meet changing goals and requirements.

Walker Program

***UPS*** –*Quebec*, *Canada*

Peak Season Walker Program.

Warehouse Coordinator

***MaxCenter*** –*Caracas*, *Venezuela*

NFORMATION

EDUCATION

Current

2014-2015

09 2013

07 2012

LANGUAGES

ADDITIONAL I

・Serve customers and help opening and closing the shop  
・To deal with the suppliers  
・To deliver goods and products to customers  
・To make inventory and stocks control  
・Visual Merchandiser

Associate of Applied Science: Business Management

***LaSalle Collegue*** - *Montreal*, *QC*

Language :

***ILSC*** - *Toronto*, *Ontario| Montreal, Quebec*

No specific degree, 4 semesters of study only: Civil Engineering

***Nueva Esparta University*** - *Caracas*  
Civil Engineering

High School Diploma:

***Cruz Carrillo High School*** - *Caracas*

Spanish- Advanced English-Advanced French-Intermediate

Learning French through cultural exchange and communication with people