

Alexandra Iacurto
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QUALIFICATIONS:

- Punctual and efficient time management skills
- Strong verbal and written communication skills in both English and French
- Proficient in the use of Microsoft Office (Word, Excel and Power Point)
- Fast learner of new concepts and skills
- Responsible and reliable

EDUCATION:

Diploma - Collegial Studies (DEC) – Business Management 2016 - 2018
LaSalle College, Montréal, QC.

Diploma – High School 2010 - 2015
Lester B. Pearson High School, Montréal, QC.

EXPERIENCE:

Monitor 2017-Present
Productions Extravadanza, Montréal

- Assist students to get ready for dance class
- Respond to client questions and demands
- Accept and manage payments
- Organize and file documents

References from work and schooling are available upon request.