

Alberto Magno de Miranda Henriques

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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 105 hours at your convenience.

Skills:

- English - Upper Intermediate, Portuguese - Native language, French - Basic
- Results-oriented, team player, interpersonal skills, team work, analytic skills, detail oriented
- Practice: Word, Excel, PowerPoint, OneNote; Experience: AutoCAD, SketchUp; Basics: Sage 50, MS Project 2016, Photoshop, Adobe Illustrator.

Education:

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

Training certificate **2016**
Private security guard training program for security agents
Montréal Élite Sécurité, Montréal, QC

Certificate – English – ESL Intermediate Level 5 **2014**
UMC, Montréal, QC

Diploma - Architecture and Urbanism **2006 - 2012**
UNIME, Lauro de Freitas, Bahia - Brazil

Work Experience:

Monkland Tennis Club; Catering ByGeorge; Orange Café Restaurant
Montréal, Quebec – Canada **2016 - 2017**

- Pre-prepared food
- Received request, clarified about menu items
- Controlled stock, deliveries and quality control.
- Cleaned the environment and workstations

Architect, Designer and Draftsman **2008 - 2014**

- C.L.P. and Amelia Zau - Architecture and Interior Design, Bahia - Brazil
- Developed, assigned, coordinated and reviewed projects
 - Designed, developed, implemented, and inspected drafting for technical projects.
 - Consulted with clients to determine the type, style, and purpose of renovations or new building construction
 - Monitored construction and renovations sites to ensure compliance with specifications.
 - Prepared and supervised sketches and models for clients

References from work and schooling are available upon request.