**Madusan, Somasuntharam**

Montréal, QC., H1S 2L5

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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, Tamil, French
* Positive, Calm, Creative
* MS-Word, Excel, Access, PowerPoint, Adobe Photoshop
* Tech/Computer savvy

**Education:**

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| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2015 - 2018 |
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| Laurier MacDonald HighschoolMontréal, Quebec | 2011 - 2014 |

**Work experience:**

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| **Busboy**Casa Grecque, Montréal* Set the tables
* Collaborate with waitstaff to ensure that tables are cleaned and ready
* Ensure customers are satisfied throughout their stay in the restaurant
* Collaborate with staff to help provide better service
 | 2012-Present |
|  |  |
| **Stock boy**IGA Alexis Nihon, Montréal* Ensure inventory is always prepared
* Greet and aid customers if help is needed
* To ensure expired products are taken care of
* Recycling and compost
* Prepare or help make food at “Prêt à Manger”
 | 2013 - 2014 |
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References from work and schooling are available upon request.