**JASMINE, MAI HUONG, VO THI**

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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, Vietnamese, French (basic)
* Positive, optimistic, cheerful
* MS-Word, Excel, PowerPoint and MS Project

**EDUCATION:**

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| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2016 - 2019 |
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| HUFLIT University – International RelationshipHoChiMinh, Vietnam  | 2014 - 2016 |
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| PHAN DANG LUU High School - HoChiMinh, Vietnam | 2011 - 2014 |

**WORK EXPERIENCE:**

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| **Waitress**La Citronnelle, MontréalNori Sushi Lounge, Montreal * Set the tables
* Greet customers and accompany them to a chosen table
* Take the food orders from customers and serve them cheerfully
* Balance the cash receipts and the tips for the day
* Prepare and checking supplies
* Cleaning
 | 2018 - present2017- 2018 |
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References from work and schooling are available upon request.