**Schreiner, Christiane**

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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:**

* Portuguese (mother language), English (advanced), French (intermediate)
* Excellent interpersonal skills, organized, mature and responsible
* MS-Word, Excel, PowerPoint

**Education:**

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| Diploma - Collegial Studies (DEC) – Business Management  LaSalle College, Montreal, QC. | 2015 - 2018 |
| Bachelor – Food Engineering  Maua Institute of Technology, Sao Paulo, Brazil | 2000 - 2004 |

**Work experience:**

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| **Educator**  Garderie Educative Montpellier, Montreal   * Establish and carry out a daily activity schedule that incorporates child directed activity and care routines * Organize space, equipment and materials before and after activities * Encourage and assist children to practice self help daily * Maintain a positive and close relationship with the parents | 2017 - present |
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| **Customer Service Representative**  Fusion BPO Services, Montreal   * Promote customer service * Assist in the training of new employees * Maintain excellent performance in terms of call handle time and notes writing | 2015 – 2017 |
| **Operational and Technical Manager**  Apetece – Catering Company, Sao Paulo – Brazil  CrisCake – Baking and Sweets Manufacture, Sao Paulo – Brazil  Sensient Technologies – Food Colors Manufacture, Sao Paulo – Brazil  Chocolateria San Churro – Fine Chocolate and Coffee Shop, Perth - Australia   * Responsible for achieving budgets results (income, workforce, general costs, raw material costs), costumer’s satisfaction and team development * Analysis of inventory, quality audits and operational costs | 2009 – 2015 |
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References from work and schooling are available upon request.