**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 ManagementLaSalle 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 – BrazilCrisCake – Baking and Sweets Manufacture, Sao Paulo – BrazilSensient Technologies – Food Colors Manufacture, Sao Paulo – BrazilChocolateria 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.