

Joshua Chow

146 Rue Chabanel Ouest

Montreal, Quebec H3E 1G7 Canada

514.795.0008

Josh21@live.ca

List of Skills

- Computer skills
 - Adobe Illustrator
 - Microsoft word, Excel, Powerpoint
 - Adobe Photoshop
- Language skills
 - English (written/spoken)
 - French (written/spoken)
- Market Research and Trend Forecasting
- Budget Planning

Education

Lasalle College	Montreal/Canada	winter 2014-
DEC in Fashion Design		
Dawson College		
DEC in Business Management	Montreal/Canada	2011-2014
Marketing		
Centennial Academy		
Secondary diploma	Montreal/Canada	2009/2011

Professional Experience

Home Depot

Montreal/Canada

summer 2013

M.E.T team

Responsibilities

- Ensure that store merchandise is well presented and in right display, help clients with customer service.

Bureau en Gros (Staples)

Montreal/Canada

2012-2013

Sales associate

Responsibilities

- Ensure customer satisfaction with customer service and increase store sales and merchandise presentation.

Achievements

- Increase customer service
- Continuously met sales objectives
- Increase team work within store

Donaldson Marphil Medical

Montreal/Canada

2010-2012

Customer Service

Responsibilities

- Ensure packages are sent on time for delivery, back store efficiency and customer service.

Achievements

- Improved back store efficiency
- Ensured great customer service

References upon request

Job Qualities

- Punctual
- Organised
- Energetic
- Social
- Mature and Responsible
- Detailed

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Dear Sir/Madame,

I would like to submit my resume for consideration of employment.

I am hard working, cooperative, and responsible. During my past work experience I have gained experience in communication and working with a team.

I am currently studying at Lasalle College in Fashion Design and have recently graduated in Business management marketing at Dawson College. I have experience in customer service and retail sales from my previous employment. I understand the importance of customers in all aspects of a business and the importance of helping customers to find what they need.

I am applying for this position to gain valuable experience in for my future career and learn more about different businesses.

Please review my resume and contact me should you have any questions.

I look forward to hearing from you.