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 westmount, QUEBEC H3Y 2t4

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Puerto ORDAZ, edo Bolivar, venezuela

november 30-1995

Highlights of qualifications/Profile/Skills

-Communication skills in Spanish (10/10) & English (8/10), French (6/10)

-Management skills

-Knowledge of Microsoft Word, PowerPoint and Excel.

-Hard working and reliable.

-Ability to work as part of a team or independently.

-Researching skills.

 -Knowledge of social media management.

-Interpersonal skills.

-Ability or asset of learning fast.

-Ability to easily interact with people, customers and public.

Education

LaSalle College Montreal, Quebec —College Diploma –Business Management (DEC) – **2015- ONGOING**

Work Experience

Office assistant, 9274-7823quebec inc, **montreal, quebec**

 **September 2014**

 **- MAY 2016**

-Organization, translation and distribution of documents.

-Production or development of unit specification sheets.

-Attend customers.

-Supply feedbacks.

-Reports of customer’s interactions.

**OFFICE ASSISTANT, PALS OF CANADA, MONTREAL, QUEBEC DECEMEBER 2013 - APRIL2014**

-Managed and updated social media on daily basis.

-Managed website’s content.

-Planned and organized student after-school activities.

-Monitored student satisfaction with school events.

-Supply help to co-workers.

**PRODUCTION LINE WROKER, FIESTA TENTS LTD, MONTREAL, QUEBEC MAY 2016 – AUGUST 2016**

-Interpret products graphs designs.

-Cut materials precisely.

-Carefully weld materials with a high frequency generator.

-Check quality of production.

-Send to next phase (sewing).

**Activities/Interests**

-Volunteer work at Fe y Alegria School –Puerto Ordaz, Venezuela. 2012.

-Volunteer work at Jardin Levante School- Puerto Ordaz, Venezuela. 2013.