

Karishma Lall

*Apartment 310, 3620 Lorne Crescent, Montreal, Quebec H2X 2B1
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EDUCATION

Bachelor of Arts: McGill University, Montreal, Quebec 2004-2008
Major: International development studies
Minors: Italian studies, Sociology

AEC: La Salle College, Montreal, Quebec Fall 2009
Major: Buying

WORK EXPERIENCE

Merchandiser August 2010-Present
Bentley Leathers Inc.

- Assisted in product development for Winter 2011-2012
- In charge of placing orders with suppliers and subsequent follow-up
- In charge of creating product codes using AS400
- Worked closely with buyer and overseas suppliers on product development
- Prepared and analyzed weekly sales reports

Administrative Assistant

Orthopaedic Research Laboratory, Montreal, Quebec July 2008-August 2010

- In charge of payroll
- Responsible for managing accounting software- MYOB
- Monthly and annual office accounts
- Performed general administrative tasks

Sales/Marketing Intern

L'Artisan Parfumeur, Montreal, Quebec Fall 2009

- Handled clients on the floor
- Stock inventory
- Packaged holiday gifts
- Building client database

Hostess

Allo Inde, Montreal, Quebec Summer 2008

Circulations Desk Assistant

Nahum Gelber Law Library, Montreal, Quebec Winter 2006-January 2008

- Operated circulations desk
- Shelved books

CAREER RELATED EXPERIENCE:

Costume Designer

SAWA Fashion Show, McGill University: Winter 2008

- Coordinated costumes for charity fashion show

Costume Designer

McGill University, Montreal, Canada

Fall 2006

Part of costume design team for Commedia dell'Arte play

Intern

Oxfam Canada, Ottawa, Canada

Summer 2007

- Coordinated CHANGE Initiative 2007, a leadership training program. This involved choosing students across Canada together with a Steering Committee, organizing resources, materials, budget, workshop content and a final report after the training.
- Facilitated workshops at the CHANGE initiative 2007.

Intern

The Canadian Council for Refugees, Montreal, Canada

Summer 2006

- Helped organize the Day of Actions in Ottawa to support asylum seekers without permanent status in Canada.
- Contributed to research in preparation for a submission regarding the designation of the U.S. as a safe third country.

LANGUAGES:

English, Hindi, Italian - Fluent in speaking and writing.

French- Functional

SKILLS

- **Computer Skills:** Microsoft Word, Excel, Powerpoint, Outlook Express, Adobe Photoshop, Illustrator, AS400
- **Experience in graphic design:** Course from Aptech Computer Institute
- **Courses completed in Speech and Drama:** Trinity College of London

OTHER EXTR-A CURRICULAR EXPERIENCE**Free Lance- Writer,**

Career and Placement Service, McGill University

August 2008- Present

- In charge of writing articles for monthly CAPS newsletter

VP Operations, South Asian Women's Aid, McGill University: 2007-08

- Part of team to organize events on campus
- Responsible for internal room bookings and overall management of events

AWARDS AND CERTIFICATES

- *Maharashtra State Board Of Secondary and Higher Education (H.S.C) Scholarship* in recognition of academic achievement (top 10% of graduating class)
- *Certificate of Distinction in Speech and Drama* for grades 1,2,&3 from Trinity College of London

ACTIVITIES AND INTERESTS

- Swimming
- Travel
- Dance

REFERENCES

Available on request