**Gabrial Dupuis**

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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:**

* English, French, Italian
* Positive, optimistic, cheerful
* MS-Word, Excel, PowerPoint, Project
* Adobe Illustrator, Photoshop, Premier, Dreamweaver

**Education:**

Diploma – Collegial Studies (DEC) – Business Management 2016 - 2018

LaSalle College, Montréal, QC.

Diploma – Collegial Studies (DEC) – Commerce 2013 - 2016

Dawson College, Montréal, QC.

High School Diploma 2008 - 2013

Lester B. Pearson High School, Montréal, QC

**Work Experience:**

**Bagger** 2017 - 2018

Berchicci, Montréal

 - Place groceries in bags for the shoppers

 - Carry heavy boxes to the car for the clients

 - Return items and keep a clean work space

**Supervisor** 2015 - 2018

Stade Hebert, Montréal

 - Supervisor of an indoor and outdoor soccer field

 - Manage the reservations

 - Assist organizations to rent the field for tournaments

**Baseball Umpire** 2012 - 2015

Baseball Quebec Region Montréal, Montréal

 - Officiate amature baseball games in the Saint-Léonard, Anjou,

 and Montréal North areas

References from work and schooling are available upon request.