

Name : Human resources

Co. name : -name-

Co. address : -name-

Object: application for the position of – -name-

To whom it may concern

- Where did I find the job offer?

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- Why am I suitable for the job?

- In August 2010 completed interior design program at LaSalle college. Highly dedicated and motivated in the profession chosen. Acquired some other important qualities at previous employments that might be useful in currently chosen profession, such as: production chains, building / construction, customer/client services, sales techniques, negotiations skill, management, data bases, computer knowledge, etc.

Personal qualities:

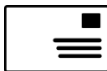
-punctuality, team work, quick learner, politeness/professional ethics, honest, responsible, easy to communicate with, working under pressure / short deadlines, multitasking, overcoming challenges, self esteem, organization skills etc.

College graduate. Available at any time convenient to the employer. Willing to relocate.

A vehicle and driver's license owned.

- Contact Information :

Sincerely



5720 Cavendish blvd, # 1003,
Côte Saint-Luc, Québec, H4W 1S9



514.262.9047



ilia.guyrvits@gmail.com

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ILIA Guyrvits

-LANGUAGES(*spoken/written*)-

- English, French, Russian.

-COMPUTER SKILLS-

- Mac Os/Windows, Word, Power Point, Excel, Adobe Photoshop, Adobe Illustrator, AutoCAD 2D/3D, Chief Architect, 3D Max, V-Ray, Corel Draw and Various Databases.

-SUMMARY OF COMPETENCE IN INTERIOR DESIGN-

- Designing Commercial/Residential Spaces
- On Site Construction Supervision
- General Knowledge About : Materials/Finishes/Furnishing Products/Hardware/ Lighting
- On Site Measuring
- Sketching, Hand Rendering, Computer Aided Render
- Maquette Modelling
- Architectural Details/Construction Drawings
- Budgeting
- General Knowledge About : World History of Styles
- Customer/Client Advisory

-EDUCATION-

2010 Attestation of collegial studies in Interior Design – Inter-Dec College, Montreal
(*Reference letter available on demand*)

-EXTRACURRICULAR ACTIVITIES-

January 2010-June 2010 Standard Life Inc. cafeteria design development
(*Reference letter available on demand*)

-WORK EXPERIENCE-

Currently working at

Position:

- *Renovation Consultant On The Road*
- *Kiosk Sales*

“Renovations METROPOLITAINNES Quebec LTEE.”

January 2013- March 2016

Position:

- *Buyer,*
- *Order Processing,*
- *Customer Service,*

“PEREZ Furniture”

April 2011- August 2012

Position:

- *AutoCAD Technician*
- *CNC Operator (Microvellum),*
- *Account Manager/Order Processor.*

“LES MEUBLES M.K.O.”

September 2010-April 2011

Position:

- *Technician (showroom).*
- *Repairs for clients / service.*
- *Customer orders / stock - reception and handouts.*

“AU COURANT LUMINAIRE Inc.”

2006 - 2009

Position:

- *Fraud Detection Specialist*
- *Collection Agent.*

“N.C.O. FINANCIAL SERVICES”

2004 - 2005

Position:

- *Security agent.*

“I.G.S. SECURITY”

2002 - 2004

Position:

- *Chef Assistant.*

“BENS DELICATESSEN & RESTAURENT Inc.”

2000-2002

Occasional work at

“ANAT DESIGN Florist”,