**Veronica Campanelli**

Montréal, QC., H1R 1V6

Telephone: (438) 387-3764; Cell: (514) 922-8213

E-mail: v\_traf@hotmail.com

**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
* Driven, Open Minded, Goal Oriented
* MS-Word, iMovie, PhotoShop, PowerPoint

**Education:**

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| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2015 - 2018 |
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| Pre Hospital Emergency CareJohn Abbott College, Monréal, Qc. | 2014- 2015 |
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| Bridge to ScienceCentennial College, Montréal, QC. | 2013- 2014 |

**Work experience**

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| **Waitress**Le Rizz Reception Hall, Montréal, Qc.* Set the tables and prepare the hall for the event
* Accompany guests to a chosen table
* Serve food to guests at international buffet
* Make sure everything runs smoothly throughout the night
* Clean up the hall after the even and prepare for the event the following day
 | 2010- 2017 |
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| **Receptionist** Photo Porcelain Domenic, Montréal, Qc.* Answering phone calls
* Entering orders into computer system
* Answer clients e-mails
* Work in shipping room, packaging
 | 2009 - Percent |
|  |  |
| **GO. SEE. DO. Voluntary work**Dominican Republic * Help locals build a school
* Lay down new water pipe system
* Assisted in a medical clinic treating small illnesses
 | 2012 |

References from work and schooling are available upon request.