**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:**

|  |  |
| --- | --- |
| Diploma - Collegial Studies (DEC) – Business Management  LaSalle College, Montréal, QC. | 2015 - 2018 |
|  |  |
| Pre Hospital Emergency Care  John Abbott College, Monréal, Qc. | 2014- 2015 |
|  |  |
| Bridge to Science  Centennial College, Montréal, QC. | 2013- 2014 |

**Work experience**

|  |  |
| --- | --- |
| **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 |
|  |  |
| **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.