**Gilda, PARISOT**

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**Profile:**

I am looking for an **unpaid/paid 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 minimum** at your convenience.

**Skills:**

* French (mother language), English (advanced), Spanish (intermediate)
* Fast learner, Motivated, Organized, Strong social skills
* MS-Word, Excel, MS-Project, MS-PowerPoint

**Awards and Achievements:**

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| 1st place at CEO 2018 – Business Management CompetitionLaSalle College, Montréal, QC. |  2018  |

**Education:**

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| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2015 - 2018 |
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| Caribbean International Academy – High SchoolSaint Martin | 2010 - 2014 |

**Work experience:**

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| **Shift leader**Brigade Pizzeria, Montréal* Management of the shift
* Ensure quality service and good customer service
* Training of new employees
 | 2015 - 2018 |
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| **Guide and Dive Instructor Assistant**Blue Bubbles, Dive center, Saint Martin* Check all diving equipment and ensure passenger safety on the boat
* Assist customer with gear
* Clean all the material
 | 2014 - 2014 |
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| **Store Manager**Vicompte A. et Gastra, Saint Martin* Financial gestion of the store
* Sales adviser
* Training of new employees.
 | 2013 - 2014 |

References from work and schooling are available upon request.