**Olivaldo Soares**

5435, Rue de Verdun

Montréal, QC., H4H 1K6

Cell: (438) 988-1807

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**Characteristics:**

I am a positive, optimistic and a cheerful person and conscientious at work. 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 au milieu de travail” is for 4 weeks at your convenience. I speak **English, Spanish** and **Portuguese** fluently, and have a good working knowledge of **French.**

**Education:**

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| 2016-2017 | Diploma of Collegial Studies (DEC) in Business Administration, Management, Marketing, Finance and various computer skills, such as MS-Word, Excel, Access, PowerPoint | LaSalle College,  Montréal, QC. |
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| 2016-2018 | French language studies (Francization) | CLAM (Carrefour de Liaison et d’Aide Multiethnique) |
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| 1998-2003 | Diploma of Business Administration | Universidade Salgado of Oliveira |
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| 2008-2009 | Diploma in M.B.A. (Master Business Administration) in Marketing | Fundação Getúlio Vargas |
|  |  |  |
| 2010-2011 | Diploma in M.B.A. (Master Business Administration) in Real Estate | Universidade Federal de Goiás |

**Work experience:**

References from work and schooling are available upon request.

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| 2001-2015 | Fourteen year as General Manager in Real Estate and Construction companies. My tasks were the approval of projects, business development, rentals, sales and marketing nationwide. | ARCO INC./NESPRO INC.  EBM INC.  LEONARDO RIZZO INC.  FGR URBAN S/A |