

CONTACT

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Lorena Paredes Meneses



@lorenaParedesM

LANGUAGES

- *English (Fluent)*
- *French (Fluent)*
- *Spanish (Fluent)*

COMPUTER SKILL

- *Office 2010 (Word, Excel, PowerPoint)*
- *Adobe Illustrator, InDesign, Photoshop*

EDUCATION

*College
Fashion Marketing Program
Lasalle College
Aug 2015 - Present*

*High School Diploma
Ecole secondaire Felix-Leclers
Sept 2005 - 2010 June*

VOLUNTEER WORK

*LaSalle College
ExpressMode
Sept 2015*

REFERENCES

AVAILABLE ON REQUEST



WORK EXPERIENCE

Receptionist/Customer service

Albi Nissan de l'Ile-Perrot, 12 boul. Don-Quichotte

Feb 2015 –
Aug 2015

- Answering and transferring calls roughly 150 calls per shift
- Making payments for customers or deposits;
- Greeting customers at the door;
- Stocking cars in the system CTWIZ.

Receptionist/Customer service

Rebox Corp, 7500 ch. De la Cote-de-liesse, St-Laurent

Dec 2013 –
Dec 2014

- Various day-to-day administrative tasks
- Invoicing;
- Providing customer service;

Educator

CPE au petit carrousel, 4250 rue Harold, Pierrefond, Qc

Aug 2011 –
Jun 2013

- Responsible for the implementation of educational program of the daycare with activities aimed to promote the development of the children;
- Responsible for the security and the well-being of the children

Cashier

Maxi-cie, 6381 Autoroute Transcanadienne, Pointe-Claire, Qc

Apr 2010 –
Dec 2010

- Operates a cash register
- Maintains a solid knowledge of product and services available in unit