Mia De Koninck

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| |  |  | | --- | --- | |  | **Contact** |   Address  204-305 Rue De La Montage  Montreal, QC, H3C 0R6  Phone  1-514-516-3992  E-mail  dekoninckmia1@gmail.com   |  |  | | --- | --- | |  | **Skills** |  |  | | --- | | Time management |  |  | | --- | | Loyalty |  |  | | --- | | Punctual |  |  | | --- | | Attention to detail |  |  | | --- | | Positive attitude |  |  |  | | --- | --- | |  | **Software** |  |  |  | | --- | --- | | Microsoft Word | Excellent |  |  |  | | --- | --- | | Microsoft Powerpoint | Excellent |  |  |  | | --- | --- | | Microsoft Excel | Excellent |  |  |  | | --- | --- | | Adobe Illustrator | Very Good |  |  |  | | --- | --- | | Adobe Photoshop | Good |  |  |  | | --- | --- | | Adobe Indesign | Good |  |  |  | | --- | --- | |  | **Languages** |  |  |  | | --- | --- | | French | Native |  |  |  | | --- | --- | | English | Native | |  | |  |  | | --- | --- | |  | **Work History** |  |  |  |  | | --- | --- | --- | | **2019-05 - Current** |  | Key Holder (sales Associate)  Editorial Boutique, Brossard, Quebec   * Responsible for the opening and closing * Cashier (system: lightspeed) * Assisting clients in the cabin area * Stock/prepping new arrivals * Executing customer and stock transfers |  |  |  |  | | --- | --- | --- | | **2019-01 - 2019-05** |  | Runner  Chez Delmo, Montreal, Quebec   * Kitchen inventory * Communicate with the chef about the orders * Prepare the plates with the side dishes * Bring a present plates to customers * Help the service team with certain tasks during the service |  |  |  |  | | --- | --- | --- | | **2018-02 - 2019-01** |  | Busboy  Chez Delmo, Montreal, Quebec   * Prepare the dinning room * Barista * Inventory control * Help the servers |  |  |  |  | | --- | --- | --- | | **2017-11 - 2018-06** |  | Sales Associate/Stylist  Tris Coffin Opticiens, Brossard, Quebec   * Choice of frames * Reception * Cashier * Customer service |  |  |  |  | | --- | --- | --- | | **2017-03 - 2017-11** |  | Cashier  Pharmaprix, Montreal, Quebec   * Customer service * Cashier * Closing of the cashes |  |  |  |  | | --- | --- | --- | | **2015-07 - 2016-08** |  | Receptionist  Tris Coffin Opticiens, Montreal, Quebec   * Reception & classification * Inventory control * Answering the phone * Customer service |  |  |  | | --- | --- | |  | **Education** |  |  |  |  | | --- | --- | --- | | **2016-08 - 2020-05** |  | DEC: Fashion Marketing  LaSalle College - Montreal, Quebec |  |  |  |  | | --- | --- | --- | | **2012-09 - 2016-06** |  | High School Diploma  Collège Laval - Laval, Quebec |  |  |  | | --- | --- | |  | **Extra-Curricular Activities** |  * Fashion show stylist, LaSalle College (Aug 2017 - Nov 2017) * Graduation comitee, Collège Laval (Sep 2015 - Jun 2016) * Volunteer, Héma-Quebec (Oct 2015 - Nov 2015) * Volunteer, Résidence Villa St-Rose (Nov 2014 - Dec 2014) * Volunteer, Breast cancer club Optimiste event (Jun 2012 - Jun 2012 * Volunteer, Friperie Académie Lafontaine (Sep 2011 - Jun 2013) |

References upon request