Mia De Koninck

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Contact** |

Address 204-305 Rue De La MontageMontreal, QC, H3C 0R6Phone 1-514-516-3992E-mail dekoninckmia1@gmail.com

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|  | **Skills** |

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| Time management |

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| --- |
| Loyalty |

|  |
| --- |
| Punctual |

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| --- |
| Attention to detail |

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| --- |
| Positive attitude |

|  |  |
| --- | --- |
|  | **Software** |

|  |  |
| --- | --- |
| Microsoft Word | Excellent |

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| Microsoft Powerpoint | Excellent |

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| Microsoft Excel | Excellent |

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| Adobe Illustrator | Very Good |

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| Adobe Photoshop | Good |

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| Adobe Indesign | Good |

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|  | **Languages** |

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| --- | --- |
| French | Native |

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| English | Native |

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|  | **Work History** |

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| **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
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| **2019-01 - 2019-05** |  | RunnerChez 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
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| **2018-02 - 2019-01** |  | BusboyChez Delmo, Montreal, Quebec* Prepare the dinning room
* Barista
* Inventory control
* Help the servers
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| **2017-11 - 2018-06** |  | Sales Associate/StylistTris Coffin Opticiens, Brossard, Quebec* Choice of frames
* Reception
* Cashier
* Customer service
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| **2017-03 - 2017-11** |  | CashierPharmaprix, Montreal, Quebec* Customer service
* Cashier
* Closing of the cashes
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| **2015-07 - 2016-08** |  | ReceptionistTris Coffin Opticiens, Montreal, Quebec* Reception & classification
* Inventory control
* Answering the phone
* Customer service
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|  | **Education** |

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| **2016-08 - 2020-05** |  | DEC: Fashion MarketingLaSalle College - Montreal, Quebec |

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| **2012-09 - 2016-06** |  | High School DiplomaCollège Laval - Laval, Quebec |

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|  | **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)
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References upon request