Catherine TORRES LINARES

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Languages (speaking and writing): French, English, Spanish

**SOMETHING ABOUT ME**

I am a tourism student finishing my diploma from LaSalle College. I used to be a preschool teacher in my natal country, Venezuela. When I moved to Canada, I decided to change professional field and because I have always loved travel, learn other languages, know new cultures, and share with other people, I chose to go to LaSalle College and start something new. I think that my creativity, organisation, enthusiasm, sense of planning, communication, autonomy, capacity to resolve problems, easiness to establish relationships and my energy are some of my bests qualities. I am also a curious person and I like to be updated with technologies devices and programs, as well as the social media tools. I have passion, charisma, seriousness to work, and the entire skills package to be an outstanding member of any team work. I am ready to star any new challenge.

**ACADEMICS**

* ***LaSalle College Student*** at Tourism Techniques, Specialization in Development **2015-2016**

and Promotion of Travel Products.

* ***Professional Relation Course and SPEX Technique at La Salle College*  2015**
* ***Event planning organisation* 2016**
* ***English course*** at McGill University **2013-2014**
* ***French course*** at UQAM University, sponsor by Ministère de l’Immigration, **2011-2012**

de la diversité et de l'inclusion du Québec (MICC)

* ***Master of Education***: Knowledge Process, at Andres Bello Catholic University **2004-2007**

Caracas, Venezuela.

* ***Bachelor of Education*** at Andres Bello Catholic University, Caracas, Venezuela **1998-2003**

**PROFESSIONAL EXPERIENCE**

**maggie oakes Restaurant**, 426 Place Jacque-Cartier, Qc. **May 2016- Today**

* ***Position:*** Hostess.
* ***Functions***: Greet customers both in person and on the phone; manage the dining room; make reservations in the Open Table system; serve as support for servers and other team members.

**cafÉ sANTE EXPRESS**, MÉTRO BERRI-UQAM **2013-2014**

* ***Position:*** Counter Attendant.
* ***Functions***: Welcome clients; Take customer orders; prepare dishes such as sandwiches, salads, and beverages (as coffee and tea hot and cold); Serve food to customers at the counter; Receive and process payments by cash, credit card or automatic debit.

**DEPANNEUR,** MÉTRO JEAN DRAPEAU **2011-2012**

* ***Position:*** Cahier.
* ***Functions***: Welcome clients; pricing products using an electronic cash register and establish the amount of the total payment required; Receive and process payments by cash, credit card or automatic debit; Provide information to customers; Calculate total payments received at the end of their shift and reconcile with total sales figure.

**boutique DES ILES,** JEAN DRAPEAUMONTRÉAL **2011 – 2015**

* ***Position:*** Seller at Grand Prix of Montreal.
* ***Functions***: Welcome clients; Expose merchandise to customers and satisfy their needs; Advise clients; Process payments by cash, credit card or automatic debit.

**GARDERIE L’ILE DES PETITS,** ILE DES SŒURS, MONTREAL **2012 - 2013**

* ***Position:*** Kinder garden Teacher.
* ***Functions***: Provide a wonderful learning environment for the children; Teach them how to interact with others and help them with their daily needs; instruct them in basic educational programs, Teach them to be creative and provide them with a safe and caring environment to learn and grow; Provide creative activities for the children to complete each day; Prepare outdoor activities and games for the kids; Feed the children, serve them beverages and help them with their bathroom needs; Plans meetings with other education professionals and parents of the children.

**TERESIANO LA CASTELLANA SCHOOL,** CARACAS, VENEZUELA **2005 - 2010**

* ***Position:*** Kinder garden and first grade Teacher.
* ***Functions***: Provide a wonderful learning environment for the children; Provide creative activities for the children to complete each day; Teach them how to interact with others and help them with their daily needs; Prepare outdoor activities and games for the kids; Instruct them in basic educational programs, Teach them to be creative and provide them with a safe and caring environment to learn and grow; Serve and help them beverages and assist them with their bathroom needs; Plans meetings with other education professionals and parents of the children; Organise final year presentation shows for parents and family and other varieties extra activities.

**VOLUNTAREER EXPERIENCE**

**fundation medatia**, Mérida, Venezuela **2001 – 2006**

* ***Position***: Instructor and Coordinator theater workshops.
* ***Functions***: Plan and conduct workshops for disadvantaged children and teenagers who came from different villages in the region of Merida in Venezuela; Teach participants interpreting scenarios, public speaking, the art of movement and the principles of drama; Prepare acting participants for specific performances; Establish meaningful relationships with workshop participants; Driving dramatic exercises and body language to develop theatrical skills.

**INFORMATIC KNOWLEDGE**

* Ability using Windows Office tools: Word, Excel, PowerPoint, Publisher.
* Knowledge and basic Internet use.
* Operating knowledge of the booking system Sirev.

**HOBBIES**: To play tennis, go to the gym, do puzzles, learn other languages (Italian), read interesting books and novels.