

Isabella Longhi

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EXPERIENCE

Lighthouse Publications (Canada) LTD, Dorval, QC — Sales Manager

July 2018 - July 2019

Hard working environment, majority B2B clients, head of sales for the Canadian market for stationery, also provides social media and marketing support.

Alco Transport, Montréal, QC—Accounting Intern

August - December 2017

Working on Acomba, organizing bills and communicating with clients about billing inquiries by phone and email.

Greenwich Associates, Montréal, QC— Customer Service Representative

April - August 2017

Working with customers satisfaction calls on Dash and Conformat.

Fiorin Longhi Association d'Avocats, São Paulo, SP — Office Clerk

2012 - April 2013

Provided office and administrative support to multiple supervisors.

EDUCATION

College LaSalle, Montreal — DEC E-Business Management

2015 - 2018

ILSC International Language School of Canada, Montreal — English and French

2011 - 2012

Colégio Presbiteriano Mackenzie, São Paulo — Secondary and Elementary

January 2006 - December 2012

SKILLS

Communication and listening skills.

Problem-solving skills.

Creative and motivational skills.

Research.

Public Speaking.

Teamwork.

Leadership.

Adaptability.

Time Management.

Project Management.

Acomba.

LANGUAGES

English - Fluent

French - DELF B2

Portuguese - Mother tongue

Spanish - Conversational