**Salvador, Curro Galicia**Montréal, QC., H4G 2L9

Telephone: (438) 399-7997

E-mail: salvadorcurro@gmail.com

**Profile:**

I am looking for an **unpaid internship** position as an **office assistant**, or **documentation clerk** with a company where I can apply and further develop my acquired skills. My free “stage en milieu de travail” is for **105 hours** at your convenience.

**Skills:**

* English, French, Spanish, Portuguese
* Positive, optimistic, resilient.
* MS-Office, MS-Project, Adobe Illustrator, Web Programming

**Education:**

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| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2015 - 2018 |
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| Specialization in Corporate LawUniversidad Metropolitana, Caracas, Venezuela. | 2008 - 2010 |
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| Diploma - Business Management Universidad Metropolitana, Caracas, Venezuela. | 2006 - 2007 |
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| Bachelor -LawUniversidad Metropolitana, Caracas, Venezuela. | 2002- 2007 |

**Work experience:**

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| **Latin America Representative - Customer Service Floor Supervisor**Planet Interchange, Fusion BPO Services, Montréal* Translate texts from Portuguese to Spanish
* Create web articles in HTML Language
* Administrate and operate social media accounts
* Create digital marketing strategy
* Customer Service
 | 2016 -  |
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| **Legal Counselor-Legal Coordinator**Kraft Foods Venezuela, Cestaticket Accor Services, Banco Nacional de Credito, Movilnet, Caracas* Negotiate contracts or conditions with suppliers
* Draft any kind of agreements and legal contracts
* Coordinate litigation procedures
* Support the companies with legal opinions
* Represent the enterprises towards government entities
 | 2007-2015 |

References from work and schooling are available upon request.