**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 Management  LaSalle College, Montréal, QC. | 2015 - 2018 |
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| Specialization in Corporate Law  Universidad Metropolitana, Caracas, Venezuela. | 2008 - 2010 |
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| Diploma - Business Management  Universidad Metropolitana, Caracas, Venezuela. | 2006 - 2007 |
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| Bachelor -Law  Universidad 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 - |
|  |  |
| **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.