**Migneault, Héloïse**

Montréal, QC., H2K 3V7

Telephone: (514) 521-1633; Cell: (514) 473-5003

E-mail: Heloisea123@hotmail.com

**Profile:**

I recently graduated from the Business Management program at LaSalle College and was accepted in Finance at university. I enjoy learning and improving myself.

**Skills:**

* English, French
* Organized, conscientious, disciplined, analytical
* MS-Word, Excel, Sage, PowerPoint, Project 2016

**Education:**

|  |  |
| --- | --- |
| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2015 - 2018 |
|  |  |
| Diploma – DESÉcole secondaire Des Rives, Terrebonne, QC.École secondaire Robert Gravel, Montréal, QC. |  2008 - 2013 |
|  |  |
|  |  |

**Work experience:**

|  |  |
| --- | --- |
| **Cashier**Métro & Jean Coutu, Montréal* Welcome customers and offer the best possible service
* Make transactions carefully and count cash and ensure till balances
* Inform customers about policies and fidelity program
* Keep and classify any important papers and answer phone calls
 |  2015 - 2017 |
|  |  |
| **Sales Associate/Cashier/Accessories**Tommy Hilfiger (store is now closed) & Zara, Montréal* Maintain store cleanliness and offer prompt service
* Open and close store’s cash register system and fill out deposit slip
* Complete transactions at the front, through telephone or RFID machines and offer assistance
* Provide information about sales and promotions
 |  2014 - 2015 |

 **Achievements:**

 My team and I proudly won the second bursary in the CEO Competition organized at our college.

 I was in charge of the financing and accounting.