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# Objective

Graduating this semester in Accounting and Management Technology from LaSalle College, I am interested in applying for an internship position in accounting at your esteemed institution in order to gain more practical knowledge, skills and experience.

# Education

## Dec in accounting and management techonology | 2017-2019 | Lasalle college

Montréal (Quebec), Canada.

# Work Related Experience

## warehouse clerk | August 2018 - Present

**Angela Mara, Montreal, QC**

* Prepare and print labels and tags using the ERP (enterprise resource planning) software
* Prepare and ready for customers’ orders and shipments
* Categorize clothes according to styles, sizes and colors
* Use ERP software to record customers’ orders details

## Bookkeeping and filing assistant | January 2019 (Contract)

**Digi-Sat Plus Technologies Inc., Montreal, QC**

* Proper classification and filing of documents as per procedure
* Accounts reconciliation, mainly expenses and Visa statements

## warehouse clerk | May 2018 to August 2018

**Ssense, Montreal, QC**

* Verify condition of goods and identify damaged inventory
* Scan and register inventory in the system upon transferring them to the processing and shipping area
* Send returned inventory back to stock
* Choose and process inventory to be sent to the company’s store

# Skills and Qualities

## management skills

* Computer skills: Microsoft Word, Excel, Access, Power Point
* Problem-solving skills
* Work efficiently individually and in teams
* Budgeting
* Proficiency in Sage 50

## Communication skills

* Fluent in Vietnamese and English
* Excellent communication skills

## Qualities

* Organized
* Focused
* Precise
* Patient
* Hard-working

# Non-academic achievements

**Viet Nam**

* Participated in provincial chess contests
* Participated in voluntary work in community center such as raising funds for charity, visiting and talking to senior citizens

# References

References are available on request