**Li HaoRan**

Montréal, QC., H4G 1S6

Telephone: (514) 553 4231

E-mail: 19960116lhr@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 **4 weeks** at your convenience

**Skills:**

* English, Mandarin, French
* Positive, optimistic, cheerful
* MS-Word, Excel, Access, PowerPoint

**Education:**

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| Diploma- College Lasalle-Insurance and financial serviceLasalle College, Montréal, QC.Diploma-College Mac French B1College Mac, Montréa, QC.Diploma – high schoolXi’An, China. | 2014-20182016-20172011-2013 |
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| Learn basic insurance knowledge in training schoolXi’an, China | 2012-2013 |
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**Work experience:**

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| **Waiter**Sushi bar , Montréal* Set the tables
* Accompany customers to a chosen table
* Take the food orders from customers and serve them cheerfully
* Balance the cash receipts and the tips for the day
 | 2016-2017 |
| **Chef**KFC, China  Cook food Clean kitchen | 2015-2016 |
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References from work and schooling are available upon request.