**Li HaoRan**

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**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 service  Lasalle College, Montréal, QC.  Diploma-College Mac French B1  College Mac, Montréa, QC.  Diploma – high school  Xi’An, China. | 2014-2018  2016-2017  2011-2013 |
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| Learn basic insurance knowledge in training school  Xi’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.