

# John Snow

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## OBJECTIVE

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Seeking a full-time administrative position where I may add value by contributing my education, newly acquired skills and professional work experience while seeking avenues to grow professionally.

## LANGUAGES

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English: Fluent, written and spoken

French: Intermediate, written and spoken

## APTITUDES

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- Quick, independent learner
- Able to adapt to different schedules
- Personable and open-minded
- Thoughtful and helpful

## SKILLS

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- ✓ Microsoft Word 2016 - Advanced
- ✓ Microsoft Excel 2016
- ✓ Microsoft Access 2016
- ✓ Information, Time and Quality Management

## EDUCATION

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2017 – 2018  
**DEP Secretarial Studies**

*Nova Career Centre*  
Châteauguay, QC

## WORK EXPERIENCE

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October 2018 – present  
**Administrative Assistant**

*Party Store Inc.*  
Montreal, QC

- Scheduled meetings, prepared agenda and minutes
- Greeted and assisted visitors

## INTERESTS/ACTIVITIES

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Jan. - March 2019  
**Student**

*Native Montreal – Mohawk Level 1*  
Montreal, QC

- Acquired beginner level vocabulary
- Learned about Mohawk culture and history

## REFERENCES

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**Available upon request**