SOPHIE LAPOINTE

123 rue des Ormes

Montréal (Québec)  H8H 2H2

514-555-1212

Email: sophie.lapointe@gmail.com

**skills**

* Languages: French, English, and Spanish (basic)
* Computer skills: Word, Access, Excel, PowerPoint, Avantage, Simple Comptable
* General accounting: Client accounts, supplier accounts, payroll, billing, and bank reconciliation
* Preparation and analysis of monthly and yearly financial statements
* Inventory management
* Customer service
* Production of tenders and sales reports
* Creation and management of data bases
* Translation of documents
* Office work (receiving and dispatching telephone calls, filing, drafting correspondence, etc.)

**Work experience**

2004-2017 **Administrative assistant**

 ABC enr., Montréal (Québec)

2003-2004 **Sales secretary**

 Meubles du jardin Ltée., Laval (Québec)

2002 **Payroll clerk**

Portes et Fenêtres Astro, Montréal (Québec)

1998-2001 **Accounts clerk**

Garage A. Morin, Montréal (Québec)

**résumé – Sophie Lapointe**

* page 2 -

**education**

1995-1998 **Diploma of Collegial Studies**

 **(Administration: Management Option)**

Cégep Saint-Laurent, Montréal (Québec)

**Professional development**

2003 **Office automation updating**

Collège informatique de la Rive-Sud, Longueuil (Québec)

1998-1999 **English and Spanish courses (conversation)**

École des langues, Laval (Québec)

**Volunteer work**

2008-2009 Volunteer during benefit activities for Leucan

2006-2008 Member of the board of directors of Les Petites Souris daycare

 centre (Montréal)

2002-2006 Secretary-treasurer of the Laval Figure Skating Club