SOPHIE LAPOINTE

123 rue des Ormes

Montréal (Québec)  H8H 2H2

514-555-1212

Email: sophie.lapointe@gmail.com

**Languages :** French, English, Spanish (basic)

**Computer skills :** Word, Access, Excel, PowerPoint, Simple Comptable

**Work experience**

2004-2017 **Administrative assistant**

 ABC Enr., Montréal (Québec)

• In charge of general accounting: client accounts, supplier accounts, payroll, billing, bank reconciliation, etc.

* Preparation and analysis of monthly and annual financial statements
* Drafting and sending correspondence
* Translating various types of documents

2003-2004 **Sales secretary**

 Meubles du jardin Ltée., Laval (Québec)

* Producing and completing tenders
* Compiling sales and producing reports
* Completing sales contracts
* Calculating representatives’ commissions
* Managing merchandise inventory

2002 **Payroll clerk**

Portes et Fenêtres Astro, Montréal (Québec)

* Producing employee attendance, holiday and overtime reports
* Preparing and verifying employee pay sheets
* Making payments by cheque or electronic transfer
* Completing, verifying, and processing the forms and documents required for the administration of fringe benefits
* Preparing T4 slips and other statements
* Compiling statistical reports, statements and summaries concerning pay and fringe benefits

**Résumé – Sophie Lapointe**

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1998-2001 **Accounts clerk**

 Garage A. Morin, Montréal (Québec)

• Computerizing a range of accounting data

* Providing customer service
* Preparing and sending invoices and statements of account
* Carrying out a variety of office-related duties:receiving and dispatching telephone calls, filing, drafting correspondence, scheduling appointments, etc.

**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 Membre du conseil d’administration du centre de la petite enfance

 centre (Montréal)

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