

Location: Terrebonne, Québec

I am seeking opportunities, either on a project basis or through ongoing collaborations. I hold a diploma in Accounting from the Collège de secretariat moderne and am bilingual. I have also completed a refresher course in Office Automation at the Centre de formation professionnelle des Moulins, which allowed me to update these skills.

My sense of organization, ability to learn quickly, and initiative are qualities that have often been recognized in me. I take great pride in ensuring that every task is completed with care and precision. I also have experience using software such as Word, Excel, Google Sheets, Google Docs, ClickUp, and Access.

I would be very pleased to build long-term collaborations and would appreciate the opportunity to discuss this further with you.

- Administrative Support
- Data Entry & Spreadsheets
- Accounting Support
- Document Formatting
- Bilingual Communication (EN/FR)
- Tools: Word, Excel, Google Sheets, Google Docs, ClickUp, Access