

FIRSTNAME LASTNAME

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Montreal, Québec

EDUCATION

Diplôme d'études secondaires

Aug 2017 - Jun 2022

Collège Sainte-Anne de Lachine • Lachine, Québec

- Specialized program aiming to develop teamwork, leadership, and technical abilities.
- Creation of a documentary and capstone project that focuses on one or many social issues.

SKILLS

- Proficient with tools in Microsoft Office and Google Workspace: Used text, spreadsheet, presentation, form, and collaboration applications from both suites to build and design digital infrastructures.
- Experienced with coordination and leadership roles: Helped to lead a team of 8 students through various fundraising activities and a capstone project.
- Extensive teamwork capabilities: Worked in large teams and between teams multiple times to complete many projects.

EXPERIENCE

Financial Manager

Sep 2019 - Jun 2020

Journal EKRI - Collège Sainte-Anne • Lachine, Québec

Managed finances for the school newspaper

- Created a spreadsheet to track income and expenses.
- Managed over 3000\$ of revenue and expenses and informed the organizing teacher about the finances.
- Integrated a seamless refund system using Google Forms and Google Sheets.
- Worked with the school's accountants to monitor the newspaper's account balance.
- Meticulously kept track of various expenses and receipts to ensure transparency.

Projet Intégrateur

Sep 2020 - May 2022

Programme DéfiMonde - Collège Sainte-Anne • Lachine, Québec

Capstone project with minimal teacher intervention

- Managed over 18 000\$ raised through different fundraising activities.
- Documented about 26 000\$ in spending and kept track of receipts.
- Set up a logistic solution to sell and track more than 1 600 draw tickets using Google Forms and Google Sheets.
- Created an analytics and performance tracking system for fundraisers using spreadsheets and Google Analytics.
- Worked with members of all teams to come up with compromises and fundraising activities.