

JUDITH DUQUETTE

1375, rue Filion, St-Laurent (Québec) H4L 2E6

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CAREER OVERVIEW

I've completed a volunteering internship in urban agriculture in Cameroon following by 6 months working in Australia and travelling in South Asia and I am now seeking a new professional challenge

WORK EXPERIENCE

HOSPITALITY

- | | |
|--|---------------------------------------|
| Waitress | May 2017 – ... |
| <i>Antidote Bouffe Végane – Montréal, Canada</i> | |
| Food&Beverage Attendant | November 2016 – January 2016 |
| <i>Daydream Island – Airlie Beach, Australia</i> | |
| Food&Beverage Attendant | September 2016 – November 2016 |
| <i>Sheraton Mirage – Port Douglas, Australia</i> | |
| Food Runner / Waitress | September 2016 – November 2016 |
| <i>Bistro H, by Harrison's – Port Douglas, Australia</i> | |
| Waitress – Events (casual) | 2012 – 2016 |
| <i>Mont-Gabriel Hotel, Tidan Hospitality & Real Estate Group</i> | |

ADMINISTRATION

- | | |
|---|--------------------|
| Administration coordinator, Finance | 2015 – 2016 |
| <i>CGI Group – Montréal, Canada</i> | |
| <ul style="list-style-type: none">▪ Manage the monthly budget and take care of recharging in between departments (500K) whilst managing a moving in/out team of 50 expats;▪ Supervision of tax payments and dealing with local international tax authorities : work closely with the tax advisors and balance governmental remittances;▪ Track orders and handle purchase orders and make any necessary purchase order changes while assisting with merchandising deliveries. | |
| Administration coordinator, HR | 2013 – 2015 |
| <i>Morin Relations Publiques, private agency – Montréal, Canada</i> | |
| <ul style="list-style-type: none">▪ Organize trip and travel arrangements for the team members (authorizations, tickets, hotels, etc.);▪ Manage the agendas of the team members, plan meetings and reserve meeting rooms;▪ Prepare the team's expense accounts, and ensure their monitoring;▪ Perform other general office work (e.g., photocopies, filing, mailing, mail distribution and ordering supplies). | |

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EDUCATION

University of Quebec in Montreal, QC, Canada **June, 2016**
Administration Certificate 1-year Degree

Lionel-Groulx College, QC, Canada **September, 2012**
Office Technologies and administration (3-year long program)

Augustin-Norbert-Morin, QC, Canada **June, 2009**
High School Diploma including English

KEY STRENGTHS

- Reliable and trustworthy
- Team player
- Capacity of analyzing and taking the right decisions
- Highly organized and service orientation
- Hardworking and eager to learn
- Friendly and polite

SKILLS

- Bilingual in French (native) and English speaking and writing
- High-level computer skills including Excel, Word and PowerPoint.
- Driver licence (Québec)
- Working knowledge of accounting software's (SAP)
- Responsible Service of Alcohol certification in VIC & QLD (Australia)
- Working knowledge of payroll system

PERSONAL ACHIEVEMENTS

- Travels in more than 25 countries in 6 different continents **(2009-2017)**
- Urban Agriculture Internship governmental program in Cameroon **(Summer 2016)**
- Secretary at the National Election **(2014 – Montréal, Canada)**
- English immersion work experience – 6 months **(2013 - Windsor, England)**
- English immersion governmental program **(Summer 2011 - Alberta, Canada)**

HOBBIES AND INTERESTS

Yoga ■ Music & venues ■ Outdoors ■ Cooking ■ Travelling