**Bruno A. Sandor**

836 rue Normand, Laval, Québec

H7P 3Z4, Canada

Tel: (450)-937-2482 or 514-806-8543

Email: [bruno\_sandor@yahoo.ca](mailto:bruno_sandor@yahoo.ca)

***Qualities:***

* Very strong business orientated knowledge and understanding (compliance / sales / purchasing / marketing / customer service / finance )
* Sociable and very good teamwork, sense of leadership and independent
* Willingness to learn new tasks
* Respectful, organized and very patient even when under pressure
* Curious and resourceful, dynamic with an ease to adapt
* Punctual and meticulous, strict and very detail orientated

***Languages and computer knowledge:***

English, French, German, Romanian – all spoken and written at superior level

***Computer knowledge:*** Word, Excel, PowerPoint, Access, Outlook, Maple, LogiTerm, Trados, Antidote, Adobe X / XI, Outlook and Subtitle Workshop

***Studies:***

*Completion of university studies this fall 2016*

Université de Montréal / Major

*Completion of college studies in 2013*

Bois-de-Boulogne College / Human Science – The individual profile

*Completion of secondary studies in 2009*

St-Maxime secondary school / Science profile

**Specialised in various domains:**

Linguistic and/or technical translation, sciences, laws and contracts, commerce, economy, biomedical, biotechnological, pharmaceutical and computer science domains

***Work experience:***

I occupied several season student jobs since 2009 and until 2011

*June 2009 – August 2009*  **Hotel-Dieu Hospital – Volunteer**

Day care of elderly people

*June 2010 – August 2010* **Medical office of Dr. Pop Minerva (Romania/Europe) – Volunteer**

Medical assistant

**Part or Full-time jobs:**

*September 2015*  **Dorel Industries**

***Promoted to Compliance Manager (1 year contract - maternity leave replacement)***

* Working with tight deadlines with multiple states of the American and Canadian government in order to submit or renew licenses for our manufacturers and importers
* Being up to date of legislative changes in a specific state or one of these two countries
* Working with multiple departments and gathering in-depth knowledge in order to satisfy customers or regulations needs
* Planning and animating conference calls with our manufacturers / clients in order to clarify or to make sure that we are up to date and compliant
* Approving or creating law labels for our products based on ISPA-2015 manual requirements;
* Maintaining close contact with our factories and providers that are outside of Canada (USA/China/Vietnam/Italy/Mexico) in order to satisfy compliance requirements as well as submit to them requests and clear grey zones of our current imported products.
* Team coordination in warehouses to get specific jobs completed
* Testing at third party labs in order to be compliant with multiple Canadian and American compliance requirements (ASTM / CTL procedures for example)
* DHP sells and/or redistributes our products from our warehouses to retailers like Walmart, Target and Amazon (not to mention but these); each one of them with their own requirements and standards
* Regarding either our retailers or providers, analyzing customer needs as well as being compliant to internal and external policies
* Classifying and organising old and current files in order to maintain traceability and to maintain memos and backup in case if we come back on a specific matter
* Uploading compliance documents that mention that the products pass, whether they are part of the pre-production process, or production tests;
* Creating or providing prototype ID`s after ISPA-2015 instructions
* Consulting in the internal operating system product specifications (adapting law labels) in order to get tests completed
* Planning teamwork with other departments (Quality Control / Purchasing / Sales / Finances / Product Development / Design / Operations / Marketing and Customer Service) and delegating workload
* Leading major projects and establishing new contacts while keeping positive feedback from everyone we work with
* Provide first level technical support and give recommendations according to the needs

*June 2011 – September 2015* ***Dorel Industries***

Customer service and Quality Control Clerk

* Working alongside a few departments of the DHP Corporation such as the Quality Control Department, Customer Service and Compliance Dept. to complete their internal requests.
* Reviewing instruction manuals or compliance procedures; some errors of which have concluded in a change of mindset and a change in the way of testing our products internally; translation of these manuals were required to be done in short time frames.
* Physical inspection of the law labels so that those are compliant to ISO 9001 and CTL standards;
* Completing requests for the Customer Service Dept. which was demanding direct contact with our clients;
* Completing Quality Control and Assurance reports
* Data analysis of performing internal tests on products
* Task priority swaps and attributing tasks to team members
* First level consultancy regarding Research and Development procedures and quality improvement

**Interests and special projects:**

* Coordinating a team of students (colleagues) at Bois-de-Boulogne College in a project to prove to a compliance organism the healthiness of the College; we obtained through our research for the College a certificate named ``Entreprise en Santé``
* Executive chief of communications for the Computer Science committee
* Sports-addict, and actually playing quite a few
* Travelling
* Keeping in touch with other people and socialising with them

***Reference persons will be given out if requested.***