

# Karine Arzoine

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## Education

**Financial Mathematics** Bachelor Candidate, Université de Montréal

May 2016

**Health Science**, DEC, Collège Jean-de-Brébeuf

December 2012

## Technical Skills

- Magellan training in information and communications technology, Collège Jean-de-Brébeuf, Word, Excel and PowerPoint
- Skilled with SAS, R, MATLAB, Excel et Access
- Understanding of the C language
- Completed a course based on the guidelines set by the Heart and Stroke Foundation (CPR), valid until Oct. 2016
- Ability to complete given tasks rapidly and effectively
- Resourceful, organized and autonomous

## Professional Experiences

**Receptionist**, Maysy Coiffure (15h/week)

Sept. 2010-Present

- Assign work schedules to employees and make sure they follow the work requirements to ensure quality and timely delivery of services
- Resolve customer complaints regarding a worker's performance or service rendered
- Analyze and record personnel or operational data and write related activity reports

**Preschool Teacher Assistant**,

Summers 2013 & 2014

Garderie Les Petites Cellules, Établissement Ericsson,

- Plan and supervise class projects and guide students in their apprenticeship.
- Establish and communicate clear objectives for lessons and projects.
- Enforce rules for behaviour, and establish procedures to maintain order.

## Personal Experiences and Social Implications

-Humanitarian trip to Ethiopia

January 2012

-Tutor in high school mathematics, Collège Jean-de-Brébeuf

Sept. 2011-May 2012

-Clerical Volunteer Program, Hôpital Général Juif de Montréal

Jan. 2011-Sept. 2011

-Recreational volunteer, Kif Kef Sleepaway Camp

December 2010