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**Certificate and educational background**

2013 Certificate of massotherapy.

2013 Membre of Association des massothérapeutes

Professionnels du Québec

2013 Member of Massologues association

2009 Live-in Caregiver Training Course

Certificate from Anka Educational Training Center.

2009 Certificate of CPR and First Aid with

Red Cross

2007 Accounting Certificate in China

**Professionnal Profile**

2016-2017 **Canada Paper Gold Inc.**

**Job Title**

Secretary, Accountant

**Responsibility**

\* Assist setting up the company

\* Registration of the company

\* In charge of employment

\* In charge of accounting

\* Balancing bank account

2013-2016 **Guy E. Dulude, Avocat-Arbitre**

**Job Title**

Secretary and Accountant

**Responsibility**

\* Prepare decisions and letters

\* Prepare billings

\* Prepare asset, liability, and capital account entries by

compiling and analyzing account information

\* Journal book of account

\* Payable and Receivable

2012-2013 **Centre de Beauty Éminence**

**Job Title**

Beauthician and Massotherapy

**Responsibility**

\* Beauty packages

\* Jet peel

\* Waxing

\* Weight-loss packages

\* Make up

\* Massage

2010-2012 **Toronto family**

Live-in caregiver

2000-2010 **Automobile Parts China**

**Job Title**

Accountant and Co-Owner