HaiHong Huang

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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