Laurianne Crespy September 4th, 2022

**Master CV and Cover Letter**

Project Management in Social Sciences

300-001-SA gr.00003

Presented to M. Mitrasca

Department of Social Sciences



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| **Laurianne CRESPY**lauriannecrespy@gmail.comTél : 514-555-555517, avenue du Poisson, Pointe-Claire, Québec H9R 3X6 |  |

A serious, hardworking, curious, adaptable, and determined student. Often described as a good leader and good team worker; abilities that were developed by attending the Défimonde program at Collège Sainte-Anne de Lachine.

**Career objectives**

* Become a humanitarian development project manager for the Red Cross
* Work as a press officer for Amnesty International
* Publish my own documentary

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| **EDUCATION**  |

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| **Expected June 2023**  | Diploma of Collegial Studies in the Individual, Law and Society profile in the Honors Program - Collegial international Sainte-Anne, Montreal, Canada  |

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| **2021** | Diploma of High School Studies in the Defimonde program - Collège Sainte-Anne de Lachine, Canada |
| **2019** | Soccer Referee Training - Pointe-Claire Soccer Association |

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| **WORKING EXPERIENCE**  |

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| **June 2021-****To present** | Uniprix Pierre Gravel, Pointe-Claire – Assistant laboratory technician * Control inventories
* Enter prescriptions into the informatic system
* Count and prepare medications
* Serve clients on the phone and at the front desk
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| **August 2020-****June 2021** | Uniprix Pierre Gravel, Pointe-Claire – Cashier et laboratory clerk * Served clients at the cash
* Answered the phone and took orders
* Filed archive documents
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| **April 2019 – To present** | Lac Saint-Louis Soccer Association - Regional Referee and Assistant Referee * Enforce the rules on the field
* Control the teams
* Keep and record game points
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| **Summers of 2017 and 2018** | Camp GUÊPE, Saint-Laurent - Assistant day camp counselor* Applied the rules of the camp
* Helped organize activities
* Transported the material
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| **VOLUNTEER EXPERIENCE** |

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| **Medlife humanitarian trip(2022)** | A two-week trip to Cusco, Peru,* Collaborated with local doctors to bring mobile medical clinics to remote communities and provide medical help
* Distributed the appropriate medications
* Transported the material
* Taught children to brush their teeth
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| **Cooperation project (2021)** | A two-week trip to Jacques-Cartier National Park, Québec, to teach the Leave No Trace Canada principles* Prepared and animated workshops
* Filmed and produced videos
* Created awareness activities on how to behave in nature for students at surrounding schools
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| **Class president (2018–2019)** | Collège Sainte-Anne, Lachine, Montréal  * Organized class events
* Attended school reunions
* Managed awareness activities
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| **Street clearing and cleaning (2018)** | GRAMME Association, Lachine, Montréal* Picked up trash in the streets of Ville St-Pierre
* Cleaned a schoolyard
* Filmed an awareness video for the association
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| **Open doors (2016 to 2021)** | Collège Saint-Anne, Lachine, Montréal* Helped present my school to future students
* Guided the parents
* Explained the details of my program

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| **Vice President of the school (2016)** | Pointe-Claire Elementary School, Montréal* Organized fundraisers for school activities
* Coordinated the student school board
* Gave speeches
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| **LANGUAGES AND GENERAL SKILLS** |

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| **French and English** | Fluent and literate native level  |
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| **Spanish and Chinese** | Intermediate notions of fluency and literacy (3 years of courses) |

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| **Computer skills** | Windows series, Caneva, Inkscape, audio and video editing with Premier Pro |
| **Qualifications** |  |

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| **2018** | Photography class certificate – Cookie professional photography studio |
| **2016** | Cooking classes - Montreal Culinary Academy |
| **Summers of 2015 to 2017** | Babysitting and First Aid Course - St. John Ambulance |

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| **WORKSHOPS AND SEMINARS** |

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| **McMun Model UN (2022)** | Participated in a McGill Model United Nations simulation on the African Diaspora  |
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| **Miel Essentiel** **(2020-2021)** | Co-created and managed an artisanal natural honey soap company for school that made around 300$ in profit |
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| **AWARDS, HONORS, AND CERTIFICATES** |
| **June 2021** | Défimonde Ambassador Award - student who best represents the program (Leadership, global awareness, language, and communication skills) |
| **June 2021** | Nominated for the College Medal - student recognized for quality work, positive leadership, and involvement |
| **June 2021** | Nomination for the Green Alumni Award - commitment and respect for the environment |
| **June 2021** | Academic Excellence Award in Business Launching - student with excellent results in this subject |
| **June 2021** | Academic Excellence Award in Introduction to Law - student with excellent results in this subject |
| **June 2019** | Sainte-Anne Award - Student who best represents the school, from my cohort (Creativity, leadership, academic achievement, and politeness) ($100 scholarship) |
| **June 2019**  | Person of the year in my class - chosen by faculty and students |
| **June 2019**  | Academic Excellence in Mandarin - student with the highest academic achievement in my cohort |
| **June 2018**  | Sainte-Anne Award - Student who best represents the school, from my cohort (Creativity, leadership, academic achievement, and politeness) ($100 scholarship) |
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| **June 2018**  | Educators' Award - most polite and well-liked student by faculty |
| **June 2017** | Défimonde Ambassador Award - student who best represents the program (Leadership, global awareness, language, and communication skills) |

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| **REFERENCES** |

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| **Hélène Rompré** | **Clotilde Tassé** | **Marc-Antoine Dubé** |
| Professor in charge of the Honors Program, Collegial international Sainte-Anne, 1300 Bd Saint-Joseph, Lachine, QC H8S 2M8, rompre.helene@sainteanne.ca | Head Pharmacist, Uniprix Pierre-Gravel, 277 Boul. Saint-Jean, Pointe-Claire, QC H9R 3J1, 514-695-1122 | Philosophy Professor, Collegial international Sainte-Anne, 1300 Bd Saint-Joseph, Lachine, QC H8S 2M8, dube.marcantoine@sainteanne.ca |

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September 4th 2022, Alstom, 1101 Rue Parent, Saint-Bruno de Montarville, QC, J3V 6E6

Dear Alstom team,

Like Ban Ki Moon said: “Sustainable development is the pathway to the future we want for all. It offers a framework to generate economic growth, achieve social justice, exercise environmental stewardship, and strengthen governance.” In these few words, he expresses the primordiality of including sustainable development in the practices and behaviors of today. This statement reflects the interests of Alstom in improving their international means of transport company’s sustainability. As a second-year student at Collegial international Sainte-Anne in the Individual, Law, and Society program with a particular interest in humanitarian and international development, the values of Alstom particularly resonate with me. An internship as a public policy and Corporate Social Responsibility manager at Alstom Canada would therefore be extremely enriching for me.

Alstom takes great pride in searching for and implementing green initiatives in its business plan to ensure not only an environmentally sustainable future but also an economic and social one. The new projects of the company to increase its Corporate Social Responsibility, such as the creation of a sustainable innovation center in Montreal, speak to me a lot and motivate me to join Alstom’s team. With my high school experience in organizing and coordinating community and international aid projects, I would be able to assess the practices already in place in terms of Corporate Social Responsibility and set up projects specific to the reality of the business. The courses I took on sustainable development, civil liability, leadership, and my intensive volunteer internship with the SÉPAQ on the techniques of Leave No Trace Canada give me a head start on other candidates. Moreover, my sense of leadership, teamwork, and ambition to see concrete changes happen would be a great asset in the matter. My previous jobs, especially as a soccer referee, and volunteer experiences have prepared me to work under stress and high expectations from my superiors.

Obtaining this internship would give me very valuable experience in the management and organization of projects and personnel in the context of community development. I could learn how to put in application projects and research management technics in a real professional context. Finally, I hope to be able to participate in the development of Quebec and a company that is more sensitive to eco-responsibility and sustainability a cause which, I repeat, is very close to my heart.

I am available on weekends and Wednesdays during the day in the possibility of an in-person interview or at any other time by cell phone or email. Thank you for your consideration.

Sincerely,

Laurianne Crespy

17 avenue du Poisson, Pointe-Claire, Québec, H9R 3X6 514-555-5555, lauriannecrespy@gmail.com

Enclosure: Curriculum Vitae

\*\*\* I couldn’t find who to specifically address the cover letter to at Alstom \*\*\*

Internship link: <https://ca.indeed.com/viewjob?jk=56884fdbce6d9ec9&from=tp-serp&tk=1gc5o9q99kiaq800>

