

CURRICULUM VITAE

E.00

DOUGLAS BASTIEN

E.01

SKILLS

- **Bilingual** (English, French) E.04
- **Fast-learner, dynamic, hard-working and honest**
- **Fast and accurate typing speed** (80 w.p.m. @ 100%)
- **Accomplished in many software applications**
- **Administrative and office experience**
- **Certified First-Aid Para-Secours Enr.**

EXPERIENCE

● **Office Assistant - legal** E.02
August 2003-April 2004 (full-time/part-time)
Picard Garceau Pasquin Pagé Viens (Law firm)
 Working in a dynamic office environment performing general office duties consisting of transcribing legal dictation, typing legal documents, inputting information into a litigation management software for trial purposes, and verifying the accuracy of the information submitted by a team of seven lawyers. Applied and configured macro software to automate data entry. Formatted legal documents and other information for submission to lawyers of the firm.

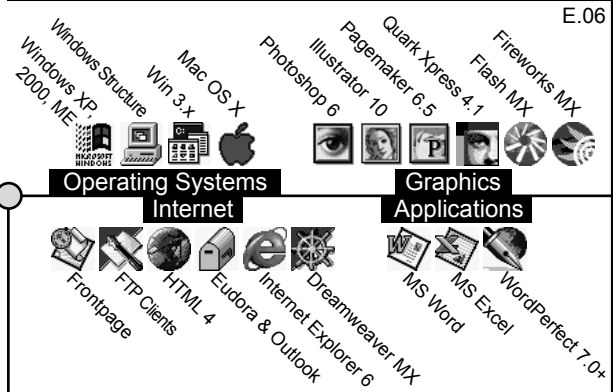
● **Web Developer**
May-August 2002 (full-time)
Industry Canada - Strategis (CSB dept.)
 Performed full website tasks involved with creating, modifying and publishing websites to best convey the information while fulfilling Government standards and guidelines for accessibility and functionality. Group collaboration tools, office automation software and proprietary software and systems were used to work effectively in teams.

● **Customer Service Representative**
November 2000-January 2002 (part-time)
Minolta Business Center
 Taking down orders from clients and ensuring they are completed. Inform clients of their printing options and print digital documents from a variety of software. Experience with high-quality and high-speed Minolta photocopiers.

EXTRACURRICULAR

- **Councillor - CSU Council of Representatives** E.05
June 2003 - May 2004
Concordia Student Union (CSU)
 An active member among 30 councillors representing the entire student population at Concordia University. Elected as a council representative for the John Molson School of Business (JMSB) students of Concordia University on the CSU's highest governing body.
- **Chairperson and member**
September 2003-April 2004
Amnesty International Concordia
 An active member of the most active club at Concordia. Actively involved in the organisation and operation of the club and performing the role of chairperson at meetings.

SOFTWARE KNOWLEDGE



EDUCATION

- **(Currently) B.Comm. Major: MIS** E.03
Concordia University 2000-(present)
- **D.É.C. Pure & Applied Sciences**
Dawson College 1997-1999

REFERENCES

- Available by request E.07