



**Amélie  
Charlebois**

**Client Services Assistant**



### **Presentation**

Amélie Charlebois joined Samson & Associates as an Assistant within the Client Services division. Her role mainly consists in keeping the work tools up-to-date. Amélie also assists Coordinators and Consultants in the research of information and she brings a considerable help for the layout of documents. Amélie Charlebois is determined to profound her knowledge and she is always ready to face new challenges.

### **Experience**

Amélie has a professional certificate in Secretariat. Her experience allowed her to extend her knowledge in the public and private sector. Amélie perform in administrative services such as : Client services, Word processing and data entry.

### **Education**

Amélie posses a certificate in Secretariat.

### **Languages**

She has a basic knowledge of English.