Name 1

Address | Phone | Email

# Objective

To get a job as an administrative assistant

# Experience

NoDrips Plumbing

Administrative Assistant | 2013 - 2019

* Answered phones and filed papers
* Prepared documents and had them signed.
* Worked with colleagues

Two Fun Guys Moving Company

Receptionist | 2011 – 2013

* Answered phones and filed papers
* Prepared documents and had them signed.
* Worked with colleagues

# Education

Kwantlen Polytechnic University 2011 – 2014

BBA in Marketing Management

# Awards and Acknowledgements

* Head of strata for my condo.
* Volunteer of the Year for BC Wheelchair Sports Association