NAME 6

Address | Phone | Email

# Skills Summary

Detail-oriented administrative assistant with a passion for data, spreadsheets and meeting your most impossible deadlines.

# Education

## BA in English / May 2019

GPA: 3.7

# Experience

## AlgaeCal Tech

### Administrative Assistant | 2019-present

* Answered phones and emails in a professional manner.
* Worked in a team of 5 people.
* Handled complex corporate bookings.
* Maintained confidentiality for sensitive information.

## Wisket’s Biscuits

### Receptionist | 2017-2019

* Answered phones and emails in a professional manner.
* Took on additional responsibilities during busy times.
* Responded to up to 50 emails a day.
* Maintained composure during stressful situations.