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|  NAME 9 SECRETARY |
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| CONTACTPhone icon phoneBubble icon messageEmail icon EmailGlobe icon www.example.com | PROFILEIm a secretary w/ many years of experience in being a secretary I enjoy working with clients especialy difficult clients and I never say no to a challenge. If you higher me you can be sure that Ill give my best to you and always go above and beyond and reach for the sky I really love my job as a secretary and would be happy to work for you. If all this sounds good please contact me THANKS! |
| SKILLS* PHONES
* emails
* customer service
* Secretary
* fun
* friendly
* leader
* computers
 | EXPERIENCESecretary2015-2019Answered phones and emails and helped customers and did it well.Secertery 2013- 2015Answered phones and emails and helped customers. I also helped my boss book vacations and I prepared documents.Receptionist2011 - 2013Answered phones and emails and also helped with big events in a conference center. |
| EDUCATIONKwantlen Polytechnic2009 - 2011Studied businessLangara2007 - 2009Studied business |