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| CONTACT Phone icon phone  Bubble icon message  Email icon Email  Globe icon www.example.com | | | PROFILE Im 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 | | | EXPERIENCESecretary 2015-2019  Answered phones and emails and helped customers and did it well. Secertery 2013- 2015  Answered phones and emails and helped customers. I also helped my boss book vacations and I prepared documents. Receptionist 2011 - 2013  Answered phones and emails and also helped with big events in a conference center. | | |
| EDUCATIONKwantlen Polytechnic 2009 - 2011  Studied business Langara 2007 - 2009  Studied business | | |