PROFESSIONAL SUMMARY

SKILLS

- Recruitment, scheduling   coordinating
- Microsoft Office, Excel, PowerPoint, Access, Keynote, Numbers
- Google Suit, Zendesk
- HTML/CSS, BigQuery, Jira, Atlassian, TestRail

- Self-motivated and detailed
- Skilled multi-tasker
- Quick, adaptable learner
- Excellent problem-solving abilities
- Outstanding interpersonal skills
- Cross-functional worker

WORK HISTORY

References