

FARANAK SABET
(425) 208-6943
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Objective Statement—To work in a professionally competent environment that will use my skills and values loyalty, hard work, organizational and administrative skills.

QUALIFICATIONS SUMMARY:

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- ☐ Expert level computer skills include Word, Excel, Access, PowerPoint, Google docs, and Outlook
 - ☐ Excellent interpersonal skills, well organized and self-motivated
 - ☐ Excelled in role requiring the ability to handle a variety of customer service and administrative tasks
 - ☐ Demonstrated communication proficiencies in telephone and front-desk reception within a high-volume environment
 - ☐ Multi-lingual in English, German, Farsi, Azeri, and Turkish
 - ☐ Culturally aware and able to work with diverse groups of people and interests
 - ☐ Professional and pleasant manner, a perfect team player, and customer-oriented
 - ☐ Willing to learn, reliable, quick learner, organized and outgoing personality
 - ☐ Able to work under pressure, excellent attention to details and outstanding time management skills
 - ☐ Provide excellent support when working in teams, also work well independently
 - ☐ Excellent communication and interpersonal skills
 - ☐ Ability to prioritize and handling multiple tasks
 - ☐ Detail oriented, exceptional organizational skills and flexible

SKILLS AND EXPERIENCE:

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- ☐ More than 7 years of extensive experience in customer service and office assistant person
 - ☐ work with the property manager on extension of apartments
 - ☐ Attend and solved tenant complaints
 - ☐ Providing informational support and administrative assistance for lease applicants
 - ☐ Highly skilled in greeting customers and answering phone calls in professional manner
 - ☐ Proven ability to handle multiple, competing priorities in an effective manner
 - ☐ Establish, maintain, and update files, databases, records, and other documents
 - ☐ Skilled in preparing and presenting sales presentations
 - ☐ Remarkable ability to communicate effectively, both orally and in writing

EDUCATION AND TRAINING

B.A Software Development, Computer Science	University of Washington	2013
Associate in Arts & Sciences, Computer Science	<i>Bellevue College, Bellevue, WA</i>	2011
B.A in Interior Design	<i>University of Marburg, Germany</i>	2002
Associate Degree, German Language	<i>Hochschule, Frankfurt, Germany</i>	1999

WORK HISTORY:

<i>Self-Employed</i>	01/12-present
Teacher, SEIU 1199 NW Multi-Employer Training, Renton, WA	01/11-11/11
Office Assistant and Computer Lab Assistant, Bellevue College, Bellevue, WA	02/05-10/11
Leasing Agent Assistant, Quantum Management, Redmond, WA	03/04-09/08
Office Assistant/Interpreter Intern, Jewish Family Services, Bellevue, WA	06/05-01/06
Human Resources Clerk Volunteer, Bellevue Community College, Bellevue, WA	02/05-04/05