

CURRICULUM VITAE



Allison Clementine

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WORK EXPERIENCE

OFFICE MANAGER

2021 - 2024

ABC FINANCE INC
Terrace NW, Washington

An office manager maintains administrative tasks and works with every department to make sure the staff focuses on what they do best, playing their part to achieve set goals.

OFFICE COORDINATOR

2019 - 2021

GLOBAL FIRM INC
Cambridge Rd, Alexandria

Oversees office communications and manage emails, phone calls, mail, and coordinate meetings, ensuring efficient workflow and effective communication within the office environment.

EDUCATION

BUSINESS ADMINISTRATION

2014 - 2019

University of Pennsylvania

University of Pennsylvania is one of the top private universities in Philadelphia, United States. It is ranked #11 in QS World University Rankings 2025 .

SKILLS AND KNOWLEDGE

LEADERSHIP	● ● ● ●	ADAPTABILITY	● ● ● ●
COMMUNICATION	● ● ● ●	ORGANIZATION	● ● ● ●
RESPONSIBILITY	● ● ● ●	PROBLEM SOLVING	● ● ● ●
TIME MANAGEMENT	● ● ● ●	ANALYTICS	● ● ● ●

LANGUAGES

ENGLISH	● ● ● ●	SPANISH	● ● ● ●
FRENCH	● ● ● ●	JAPANESE	● ● ● ●