

Curriculum Vitae



Allena Hanson

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SUMMARY

Highly organized and efficient administrative professional with 4 years of experience in managing projects and initiatives.

EDUCATION

2014 – 2017

Governors University

Bachelor of Business Administration

2017 – 2019

Esri Financial.Inc

Take an internship for Administrative Assistant

WORK EXPERIENCE

2019 – 2021

RHA Health Services

Work in this company as Administrative Coordinator

2021 – 2024

AIA Insurance

Working at AIA Insurance Oregon as Administrative Assistant.

SKILLS

Project Management, Initiative, Quality Work,

Executive Support, Effective Task Execution, Teamwork

Time Management, Office Management Systems, Organization,

Executive Support, General Administrative Tasks