

EXAMPLE

OFFICE ASSISTANT

📍 Isabela City, Basilan

☎ +123-456-7890

✉ example@gmail.com



CAREER OVERVIEW

I manage secretarial duties like sorting and sending mail as a professional. To keep the office tidy and clean for guests or clients, I maintain an inventory of office supplies and place fresh orders as necessary.

EDUCATION

Bachelor of Science in
Computer Science

Basilan University | 2024

SKILLS

- Basic computer literacy skills
- Organizational skills
- Time-management skills
- Verbal and written communication skills

EXPERIENCE

Office Staff

- Help colleagues and set up the office in a way that streamlines processes
- Sort and distribute correspondence as soon as possible
- Ensure information is accurate and valid by creating and updating records
- Plan and schedule meetings and appointments

REFERENCE

Jean Marc

CEO | marcj & Co.

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