

# **Hello I'm Avery Kim**

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## **Skills**

- MS Office, Zoom coordination
- Some experience with Google Sheets and Docs
- Intro to HTML completed
- Strong attention to detail and scheduling

## **Experience**

2024 - Present

Administrative Assistant – Local Chamber of Commerce

- Scheduled meetings and maintained documents
- Helped onboard new members using templates

## **Education**

Skyline College – A.A. in Business Administration

## **Awards**

- Office Assistant of the Quarter – Fall 2024