

# SONIA MARMELADOVA



SECRETARY

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## Objective:

Detail-oriented and organized fresh graduate seeking a secretary position to utilize strong administrative and communication skills. Eager to contribute to the efficient functioning of an organization by providing comprehensive administrative support and maintaining smooth operations. A quick learner with a strong work ethic and a commitment to professionalism.

## Education:

Bachelor of Business Administration,  
Weblake University, 2027

## Skills:

- Excellent verbal and written communication skills
- Proficient in MS Office
- Ability to prioritize tasks and handle multiple responsibilities
- Professional telephone and email etiquette
- Team player with strong interpersonal skills

## Volunteer Experience:

International Debate Competition,  
19 - 25 August 2024

- Provided administrative support.
- Assisted in coordinating schedules and communicating with participants and volunteers.

## Experience:

Intern, Sunrise Wellness Center,  
August 2025 - January 2026

- Assisted with various administrative tasks.
- Managed and organized office supplies and inventory.
- Scheduled and coordinated meetings, conferences, and appointments.
- Responded to phone calls and emails.

## Languages:

- English
- Mandarin