**MENGKORNG LY**

**PROFILE**

Lorem ipsum dolor sit amet, consectetuer

adipiscing elit. Maecenas porttitor congue

massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo

magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est. Vivamus a tellus. Pellentesque habitant

morbi tristique senectus et netus et malesuada

fames ac turpis egestas.

**WORK EXPERIENCE**

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# **VIRTUAL ASSISTANT,SALFORD & CO.**

# **2019 – 2022**

* Responding to Emails and Phone Calls
* Scheduling Travel and Accommadation
* Maintaining Contact Lists
* Conducting Marketing Research
* Assigned Presentations Creating
* Employees Answering Administrative Questions

# **ADMINISTRATOR,THYNK UNLIMITED**

# **2017 – 2019**

* Answer icoming calls and receive message
* Handling email inquiries
* Appointment management and scheduling
* Data collection
* Stationery general office administration
* Travel arrangements and employee and customer

Accommodation

* Organization of inernal and external events

**CANTACT**

**Phone**

+123-456-7890

**Email**

hello@studentpnc

**Address**

123Anywhere Slanh bn

**EXPERTISE**

* Strong Organizational Skills
* Time Management
* Communication Skills
* Good Computer Skills

**EDUCATIONS**

**BACHELOR OF SCIENCE I 2015 – 2017**

University of Liceria

**HIGH SCHOOL DIPOMA I 2013 – 2017**

Larana School Acadamy