

OLIVIA WILSON

ADMINISTRATION MANAGER

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123 Anywhere St., Any City

EDUCATION

2009 - 2014

Fauget University

Bachelor in Business Administration

2004 - 2008

Fauget High School

Graduated with honors

SKILLS

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- Spanish Language Proficiency

WORK EXPERIENCE

Assistant Manager

Fauget Company, 2019 - Now

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

Administrative Assistant

Fauget Company, 2016 - 2017

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.

Assistant Manager

Fauget Company, 2017 - 2018

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

Administrative Assistant

Fauget Company, 2016 - 2017

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. Preparation of weekly reports.