

# ADELINE PALMERSTON

## OFFICE ASSISTANT

📍 123 Anywhere St., Any City

☎ +123-456-7890

✉ hello@reallygreatsite.com



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## 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.

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## EDUCATION

Bachelor of Business  
Administration

Fauget University | 2019

## SKILLS

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

## REFERENCE

Juliana Silva

CEO | Liceria & Co.

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## EXPERIENCE

### Office Staff

Borcelle | January - present

- 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

### Office Clerk

Larana Inc. | May 2019 - June 2021

- 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
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