

Administrative Assistant Administrative Assistant New York, NY Authorized to work in the US for any employer Work Experience Administrative Assistant Eyespot - New York, NY July 2018 to April 2019 Managing office needs and supplies for a fast-paced startup. Filing of billing, office administration, and researching best business development practices. Web Developer Uli Herzner March 2017 to January 2018 Built and managing eCommerce site for a client specializing in fashion design. Web Developer Mission Magazine - New York, NY April 2017 to May 2017 Assisted the Mission Magazine team in developing and optimizing the platform their first online issue. Audio Visual Technician New York University - New York, NY September 2014 to January 2016 Specialized support for campus events and scheduling, setting up and breaking down audio-visual presentations, corresponding with NYU faculty and administration. Education Bachelor's in Political Science/ Web Applications and Development New York University - New York, NY September 2013 to December 2016 Skills Microsoft Office (7 years), Google Docs (5 years), Javascript (3 years), HTML 5 (4 years), CSS (3 years), JQuery (2 years), Administrative Support (1 year)

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