

# OLIVIA WILSON

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SUMMARY

Detail-oriented administrative professional with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

- WORK EXPERIENCE
- Administrative Assistant, Arowwai Industries

Oct 2023 - Present

  - Managed executive calendars, schedule meetings, and coordinate travel arrangements.
  - Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency.
  - Assisted in organizing company events, ensuring seamless execution.
- Office Coordinator, Borcelle

Jan 2022 - Sept 2023

  - Provided administrative support to a team of 20+ employees, including calendar management, expense reporting, and meeting coordination.
  - Acted as a liaison between departments, fostering effective communication and collaboration.
  - Assisted in onboarding new employees, facilitating orientation sessions and ensuring compliance with company policies.
- Internship, Salford & Co Corporation

Apr 2021 - Dec 2021

  - Supported senior executives with administrative tasks, including scheduling meetings, managing correspondence, and preparing reports.
  - Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.

- EDUCATION
- Bachelor of Business Administration

Jan 2019 - Feb 2021

University of Business Excellence

  - Major in International Business.
  - Final CGPA: 3.90
- Foundation in Business Administration

Jan 2018 - Dec 2018

Borcelle University

  - Final CGPA: 3.80

- KEY SKILLS
- Office Suite software.
  - Data entry.
  - Organizational and time management skills.
  - Corporate communications.
  - Problem solving.
  - Customer service.
  - Attention to details.
  - Fluent in English and Mandarin.