Cornelia Lais

Executive Assistant | GASTech – Kronos | Abila, Kronos

## Qualifications

* Hard working and dedicated assistant.
* Strong decision making skills and ability to support multiple staff at the same time.
* Proficient user of all main stream office software, such as MS Office.

## Professional Experience

GASTech - Kronos

Executive Assistant 2011-Present

* Administrative and business support to the Security Group Manager.
* Coordinate schedules among multiple personnel that are constantly on the move.
* Arrange travel and training for all staff in the group.

Military Service

Armed Forces - Kronos 2009-2011