

Michelle Caldwell

Monique Carter: user@example.com

Phone: (752)484-5667x1091

Address: 43 Elm St, 1350 David Drive
Smithchester, ME 71873, WA 98101

Date of Birth: 2013-03-02

Professional Summary

Experienced administrative assistant with over 21 years of experience in office management, scheduling, and communications.

Work Experience

Administrative Assistant, ABC Corporation (2015–2023)

Managed executive calendars, coordinated travel, and organized corporate events.

Education

Unit 2407 Box 6250

DPO AP 39369 in Example University, Example University (2011–2015)