

VICTORIA BRITO

16, Port of Spain, Trinidad and Tobago 

+1 (868) 339-2952 

vicb050814@gmail.com

Twitter/Blog/Portfolio



OBJECTIVE

An ambitious, 20-year-old web developer student seeking experience and a full-time/ part-time position job. That offers challenges utilizing interpersonal and problem-solving skills.



EDUCATION

High School Diploma | Paul Harris High School, Venezuela

09/2015 – 07/2020

Web Design Certificate | CTS College, Trinidad and Tobago

09/2021 – 01/2022



EXPERIENCE

Administrative Assistant | Cascade, Trinidad and Tobago

12/2021 – PRESENT

- Handling administrative requests and queries from boss
- Organizing and scheduling appointments with admin software
- ensure the efficient and smooth day-to-day operation of our office

Preschool teacher's voluntary assistant | Paul Harris High School, Venezuela

10/2018 – 06/2019

- Assisting preschool teachers by planning activities for the children, such as storytelling or art projects



SKILLS

- Spanish – Business Level Speaking, Reading and Writing
- Proven experience as an Administrative Assistant and Virtual Assistant
- Knowledge of office management systems and procedures
- Excellent written and verbal communication skills
- ☑ Strong organizational skills with the ability to multi-task
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- HTML
- CSS
- JavaScript (still learning)



LANGUAGES

Spanish Level: Native language

English Level: C2 Advanced