

Administrative, Secretary



Verkäufer Info

Name: Robin May

Anzeigen-Details

Allgemein

Berufsbezeichnung: Administrative, Secretary
Gehalt: \$ 45,000
Pro: Jahrbuch
Job-Typ: Vollzeit
Berufserfahrung: 2 Jahre
Reisebereitschaft: Willens
Bereitschaft zum Umzug: Nein

Standort

Land: USA
Staat/Region/Provinz: Kalifornien
Stadt: San Francisco

Zusätzliche Informationen

Über mich:

Hardworking, patience, can work under pressure and very eager to be trained if necessary to meet the excellence of the company

A highly organized and detail-oriented providing thorough and skillful administrative support.

Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals.

Computer skills include: MS Word, Excel, PowerPoint, and Internet.

Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

A clear and logical communicator, able to establish rapport with both clients and colleagues, and motivate individuals to achieve organizational objectives.

Sprachkenntnisse: Englisch

Datei fortsetzen: listing_resume_doc_file_147340408624735965.zip

