

Administrative, Secretary



Seller Info

Name: Robin May

Listing details

Common

Job Title: Administrative, Secretary
Salary: \$ 45,000
Per: Annum
Job Type: Full Time
Work Experience: 2 Years
Willingness to Travel: Willing
Willingness to Relocate: No
Posted: 3 weeks ago

Location

Country: United States
State/Region/Province: California
City: San Francisco

Additional information

About Me:

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.

Language Proficiency:
Resume File:

English
listing_resume_doc_file_147340408624735965.zip

