* *Simplified data retrieval processes, department record maintenance, and typing and compiling of reports, saving company an average of 500 hours and $24,000 in labor costs annually*
* *Managed CEO’s travel and daily schedule, while supervising and training 3 clerks and 4 interns on office procedures, including sending correspondence and CRM data entry*
* *Research all client loan discrepancies, and act accordingly, consistently attaining average 95% customer satisfaction*
* *Received award for outstanding work ethic 2 consecutive years*
* *Trusted with confidentiality, typing and safely storing confidential letters for CEO and other senior staff daily*
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• Microsoft Word

• Microsoft PowerPoint

• Microsoft Excell

• Adobe Illustrator

• Adobe Photoshop

• Adobe InDesign

SKILLS

2015

**DEGREE FULL NAME HERE**

University / Collega / Institute Name

2015

**YOUR DEGREE FULL NAME**

University / Collega / Institute Name

2015

**YOUR DEGREE NAME HERE**

University / Collega / Institute Name

EDUCATION

CONTACTS

+6012 (3456) 78910

githa@marlin.com

www.githamarlin.com

City State Washington Dc -458 | Usa

**JOB POSITION / TITLE**

2004 - 2009

Company Name

Washington DC, USA

**JOB POSITION / TITLE**

2004 - 2009

Company Name

Washington DC, USA

WORK EXPERIENCE

**JOB POSITION / TITLE**

2004 - 2009

Company Name

Washington DC, USA

PROFESSIONAL PROFILE

*Dedicated Office Assistant with 8+ years of experience handling confidential paperwork and making routine office tasks as efficient as possible. Proven managerial experience supervising clerks and routine office duties, while managing CEO’s schedule and travel plans. Strong multitasking, organizational, customer service and data entry skills, and possess a Technical Writing Certificate. Aiming to leverage my qualifications to fill an office assistant managerial role at BP International.*

OFFICE ASSISTANT

**GITHA MARLIN**

* *Simplified data retrieval processes, department record maintenance, and typing and compiling of reports, saving company an average of 500 hours and $24,000 in labor costs annually*
* *Managed CEO’s travel and daily schedule, while supervising and training 3 clerks and 4 interns on office procedures, including sending correspondence and CRM data entry*
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* *Received award for outstanding work ethic 2 consecutive years*
* *Trusted with confidentiality, typing and safely storing confidential letters for CEO and other senior staff daily*

• English | Native

• French | Fluent

• Germany | Basic

facebook.com / yourfullnamehere

twitter.com / yourusernamehere

linkedin.com / fullusernamehere

SOCIAL

• Gaming

• Graphic Design

• Newspaper

• Professional Photography

HOBBIES

LANGUAGE

Year : 2015

**YOUR AWARDS NAME HERE**

University / Collega / Institute Name

Year : 2015

**YOUR AWARDS NAME HERE**

University / Collega / Institute Name

AWARDS

• Global Project Management

• Working Knowledge Of Wordpress.

• Object-oriented Methodologies

• Able To Operate Under Pressure

• Making A Household Budget

**PERSON FULL NAME HERE**

Your Job Title | Company or Institute

Phone : +123 4567 896

Email : your mail@example.com

**PERSON FULL NAME HERE**

Your Job Title | Company or Institute

Phone : +123 4567 896

Email : your mail@example.com

**PERSON FULL NAME HERE**

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Phone : +123 4567 896

Email : your mail@example.com

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Email : your mail@example.com

**PERSON FULL NAME HERE**

Your Job Title | Company or Institute

REFERENCES

WORK EXPERIENCE (CONTINUED)

EXPERTISE

**OFFICE ASSISTANT**

2004 - 2009

Capsule, Inc

Washington DC, USA

**OFFICE ASSISTANT**

2004 - 2009

Capsule, Inc

Washington DC, USA

**OFFICE ASSISTANT**

2004 - 2009

Capsule, Inc

Washington DC, USA