



ADELINE PALMERSTON

CEO

ABOUT ME

I am a proactive, organized and responsible person, with good interpersonal relationships.

I stand out for good teamwork, quick decision-making and good pressure management. I am looking for a challenging position to keep learning.

CONTACT



hello@reallygreatsite.com



+123-456-7890



123 Anywhere St., Any City

EDUCATION

- **Rimberio University**

Bachelor in Business Administration

2009 - 2014

- **Borcelle High School**

Graduated with honors

2004 - 2008

WORK EXPERIENCE

Assistant Manager

Hanover and Tyke, 2019 - Now

- Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

Administrative Assistant

Fradel and Spies, 2016 - 2017

- Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.

Administrative Assistant

Ingoude Company, 2016 - 2017

- Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.

SKILLS

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- Spanish Language Proficiency