



# Isabella Davis

## Administrative Secretary

### CONTACT

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United States, Phoenix, AZ

### LANGUAGES

- Spanish
- French

### PROFESSIONAL SUMMARY

An experienced administrative secretary with over 7 years of experience in providing administrative support. Expertise include scheduling, preparing documentations, taking minutes, and performing other secretarial duties. Best qualities are high level of accuracy and attention to detail.

### EXPERIENCE

#### Administrative Secretary

Google / United States, Phoenix, AZ

2019 - Now

- Maintain records and filing systems.
- Prepare reports and presentations.
- Answer and route phone calls.
- Schedule appointments.
- Provide general administrative support.

#### Secretary

Amazon / United States, Charlotte, NC

2017 - 2019

- Managed office operations and daily tasks.
- Handled confidential documents.
- Developed professional relationships with customers.
- Streamlined processes to improve efficiency.

### EDUCATION

#### Bachelor of Arts (BA) in Business Administration

Seattle Pacific University School of Theology, United States, Seattle, WA

2014 - 2017

### SKILLS

Organization



Communication



Scheduling



Filing Systems



Time Management



Microsoft Office



Multi-tasking



Data Entry

