



Olivia
Wilson

ADMINISTRATION MANAGER



ABOUT ME

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CONTACT

+123-456-7890

hello@reallygreatsite.com

123 Anywhere St., Any City



EDUCATION

- **Fauget University**
Bachelor in Business Administration
2009 - 2014
- **Fauget High School**
Graduated with honors
2004 - 2008



WORK EXPERIENCE

Assistant Manager

Fauget Company, 2019 - Now

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

Administrative Assistant

Fauget Company, 2016 - 2017

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



SKILLS | EXTRAS

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