

Jane Doe

Administrative assistant

Contact informations:

123 My Street
12345 My City
France

+33 (0)6 00 00 00 00
my-email@example.com

About me

Enthusiastic and reliable administrative assistant with excellent communication and interpersonal skills.

Work experience

Company XYZ / Administrative assistant

Oct. 2021 - present, Lyon (France)

Managed schedules, appointments, and travel arrangements for instructors. Maintained a clean and organized office environment, ensuring efficient workflow.

Company UVW / Intern

Jan. 2021 - Apr. 2021, Berlin (Germany)

Managed calendars and meeting logistics for the team. Utilized strong communication and interpersonal skills to bridge language barriers and ensure smooth operations.

Education

School of business administration / Associate's Degree

2019 - 2021, Lyon (France)

Victor Hugo High School / A-Levels, with honours

2016 - 2019, Clermont-Ferrand (France)

Skills

Languages | French: native - German: advanced - English: advanced

Computer | Microsoft Word, Excel and PowerPoint: high proficiency

Hobbies

Sport : tennis, yoga.

Other: volunteered at *Good Boy Shelter* (2 years). Provided daily care for stray dogs, including feeding, watering, walking, and socialization.