







# Mike Wilson

## ADMINISTRATION MANAGER

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## CONTACT

-  hello@reallygreatsite.com
-  +123-456-7890
-  @reallygreatsite
-  123 Anywhere St., Any City

## EDUCATION

2009 - 2014

### Fauget University

Bachelor in Business Administration

2004 - 2008

### Fauget High School

Graduated with honors

## SKILLS | EXTRAS

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

## 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. Switchboard management. Attendance at the front desk. Check-in and check-out book organization.

### Administrative Assistant

Fauget Company, 2016 - 2018

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

### Assistant Manager

Fauget Company, 2012 - 2017

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance. Switchboard management. Attendance at the front desk.

### Administrative Assistant

Fauget Company, 2016 - 2017

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

## Top 3 des créateurs de CV IA

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