



# CARINA SILVA

## SECRETARY

### Contact

#### Phone

123-456-7890

#### Email

hello@reallygreatsite.com

#### Address

123 Anywhere St., Any City

### Education

**Bachelor of Arts: Legal Studies**  
**2nd May 2011 Yael**

Amari University | GPA: 3.85

### References

#### Olivia Wilson

Wardiere Inc. / CEO  
123-456-7890

#### Rufus Stewart

Wardiere Inc. / CEO  
123-456-7890

## About Me

An efficient and competent individual who has more than ten years of experience working as a secretary for different clients, liaison, partner, investor, and executives. Looking for a new challenge in a company, like Liceria & Co. where high-speed thinking and good verbal communication are the essences.

## Experience

### 2012 - 2015

Aldenaire & Partners | 123 Anywhere St., Any City

#### Secretary

- Copied and scanned 75+ documents a day and repaired the copy machine which saves the company more than \$2,000 for repairing service. It helps the company's working flow keep going smoothly.
- Scheduled 20+ appointments by teleconference per day and provided the reminder through email 48 hours before the meeting to all meeting participants.

### 2015 - 2022

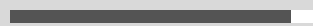
Warner & Spencer | 123 Anywhere St., Any City

#### Secretary

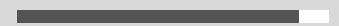
- Organized 7-9 meetings each week for employees and partners, providing notes for each participant and negotiating with the owner of the meeting place to create a new meeting atmosphere, which has improved the meeting efficiency and satisfaction.
- Negotiated with the local transportation company to provide a vehicle for picking up the clients held at the airport because of the weather, which saved 12% of meeting time.

## Skill

Compassionate



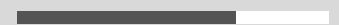
Teamwork



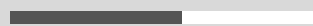
Eye for details



Critical thinking



Leadership



Verbal communication



## Language

English



Spanish



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