



# CELINA MARTINEZ

## VIRTUAL ASSISTANT

### CONTACT ME AT



Office Address: 123 Anywhere  
St., Any City, ST 12345



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### PERSONAL PROFILE

A Virtual Assistant with 5 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

### WORK EXPERIENCE

Freelance Virtual Assistant

Ingoude Company | 2018 - Present

- Maintained positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and customer satisfaction.
- Managing heavy load administrative tasks with accuracy.
- Setting Appointments

Project Manager

Thynk Unlimited | 2015 – 2018

- Team Management
- Prepared detailed reports
- Organizes and plans essential central services

### EDUCATION HISTORY

Warner & Spencer University

Bachelor of Really Great Management, 2014

- President, Business Administration Organization
- Vice President, Really Great Marketing Club
- Member, Honorable Society
- Member, Student Helpdesk

Fauget Academy

Graduated Class of 2010. Honor Roll

- President and Founder
- Student Council President
- Team Vice President
- Member of the Project Team
- Member of the Marketing Team

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