

## Charlotte Lovesherjob

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D.O.B.: 25.06.1984  
Nationality: Swiss  
Marital Status: Single



### Career Objective

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Conscientious, flexible and organised administrative assistant currently seeking a new position as an Executive Assistant for a global company. A highly dynamic person with a thorough knowledge of French, English and German.

### Key Competencies

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- Highly dynamic person with a thorough knowledge of French, English and German.
- KPI analysis

### Professional Experience

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#### **Administrative Assistant in the Sales Department, G. Int., Geneva** (October 2011 – Present)

Achievements and responsibilities:

- Organising company tours for clients
- Handling telephone calls and managing reception
- Correspondence in French and English
- Tracking of invoices
- Managing the Marketing Director's agenda and organising meetings
- Preparing PowerPoint presentations
- Taking minutes
- Generating statistics
- Compiling reports
- Responsible for training new department employees
- Organising employee seminars
- Translating reports and articles
- Monitoring performance indicators and analysing competition