(971) 504753686

kathleen-399253@2freemail.com

Husband's Visa Sponsorship

2000 - 2005

De La Salle University

Bachelor of Science in Computer Science

Interpersonal Skills

Organizational Skills Strategic Multi-tasking Adept in Technology Verbal and Written Communication

Time Management

Strong Software Competency

**S K I LL S E T**

**E D U C A T I O N**

**V I S A S T A T U S**

**C O N T A C T**

**K A T H L E E N**

A D M I N E X E C U T I V E / R E C E P T I O N I S T

**E X P E R I E N C E**

|  |  |
| --- | --- |
| Receptionist / Sales Coordinator | 12/2019 - 03/2020 |
| **Founders Estate Brokers**Admin Executive / Secretary | 06/2019 - 11/2019 |
| **NU Avenue Real Estate** | 03/2019 - 06/2019 |
| Admin Executive |  |
| **Knauf Middle East** | 01/2019 - 03/2019 |
| Admin Executive |  |
| **Spacetoon Kids TV International** | 05/2015 - 12/2018 |
| Executive Secretary to the Chairman |  |
| **Hardware Solution Builders** | 01/2013 - 05/2015 |
| Admin Executive |  |

Highly dependable and ambitious Executive Secretary, looking for a challenging position utilizing strong administrative, customer service and communication skills to provide adequate support to the executives.