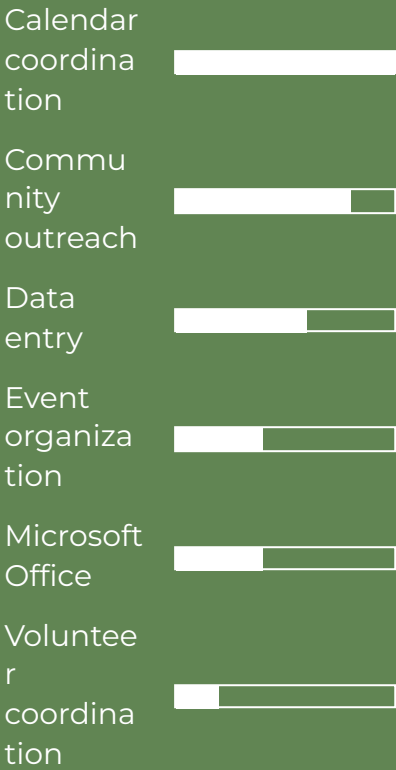




Angela Torres

City, ST 10001
(123) 456-7890
email@email.com
LinkedIn

Key Skills



Adaptable and organized administrative support professional

Former office administrator and dedicated military spouse who balanced family responsibilities with community volunteering and freelance admin support. Over six years of experience in calendar management, data entry, and event planning.

Professional Experience

Virtual Assistant
(freelance) January 2020 - Present

- Provide virtual administrative support to small business owners, managing calendars, invoices, and client correspondence
- Created and maintained Excel tracking spreadsheets for scheduling and billing, increasing accuracy by 40%
- Managed travel bookings and logistics for business retreats

Administrative Assistant
Fort Bragg Housing Office, Fayetteville, NC July 2015 - June 2018

- Supported leasing and maintenance teams by scheduling appointments and maintaining organized filing systems
- Designed templates for welcome packets distributed to over 200 incoming families annually
- Acted as a liaison between tenants and maintenance staff, resolving service requests within 24 hours

Education

Fayetteville Technical Community College | 2014
Associate of Arts in Business Administration