
Bilingual Executive Resume

Job Objective

To enhance my skills and further my career by filling the position of Bilingual Executive in well-established organization.

Highlights of Qualifications:

- Huge knowledge of working with executives of portfolio companies to gather quarterly performance reports
 - Proficient in MS Office suite
 - Effective customer service skills
 - Excellent French and English both written and verbal
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Professional Experience:

Bilingual Executive

AppleOne, Dearborn, MI

August 2007 – Present

- Managed calendars and scheduled meetings, conference calls, and business appointments.
- Handled incoming phone calls.
- Organized comprehensive travel arrangements.
- Managed and prepared expense report.
- Made reservations and registrations for business conferences and events.
- Maintained and updated files, records, and data.
- Tracked and prioritized partner's priorities.

Bilingual Executive

Volkswagen Group of America, Inc., Dearborn, MI

May 2004- July 2007

- Handled telephones route calls.
 - Sorted; prioritized and distributed incoming correspondence.
 - Scheduled and organized calendars.
 - Assisted with the organization of company-wide events.
 - Updated and maintained business files.
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Education:

Bachelor's Degree in Education

Pace University, New York, NY

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