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| ADMINISTRATIVE ASSISTANT  NACERA ALLALI | |
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| |  |  | | --- | --- | |  | | |  | **CAREER OBJECTIVE** | |  | | | Administrative Assistant preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possess extensive expertise in Microsoft Office and database management. Looking to leverage organizational and time management skills as an Administrative Assistant | | |  | | |  | **PROFESSIONAL EXPERIENCE** | |  | | | **Administrative Assistant**  **Office of Vocational Training and Work Development assistant** | 2018-2019 | | | * Scheduled and coordinated meetings, appointments * Responsible for managing and organizing work schedules of various employees * Interacts with clients, serving as a public face of the company | | |  | | | **Language partner**  AMIDEAST | June 2015–August 2018 | | | * Created original lesson plans for non-native Arabic speakers to instruct them in Modern Standard Arabic and Moroccan Darija * Provided Arabic tutoring services to primarily American clients, improving their Arabic skills in both MSA and Moroccan Darija | | |  | | | |  |  | | --- | --- | |  | | |  | **CONTACT** | |  | | | **Phone**  (+212) 644742836 | | | **Email**  naceraallali8@gmail.com | | |  | | |  | | |  | **EDUCATION** | |  | | | **high school FQUIH LAMRINI 2015**  Bachelor of SCIENCE, LIFE AND EARTH  **OFPPT Office de la Formation Professionnelle et de la Promotion du Travail 2019**  Diploma Administrative Professional (ISTA) | | |  | **RELEVANT SKILLS** | |  | | | Adaptability  Collaboration  Strong work ethic  Problem solving  Attention to detail  Communication  Microsoft Suite  Fluent in French & English | | |  | | |