



Wanda Higdon

1234 Gecko Drive, Bezango, WA 98111
ph: 425.123.1234
e-mail: wanda@wandahigdon.com
web: wandahigdon.com

Objective

An administrative assistant position requiring strong organizational and planning skills to provide exceptional support to a manager at Disneyland or Walt Disney World.

Summary of Skillsets

- Expert level proficiency with PowerPoint, Word, and Excel
 - Professional violinist for four years with symphony orchestra
 - Six years experience as an office assistant
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Experience

Translator, Orange County, California

Private Contractor.....August 3, 2010 - Present

Teamed with several secretarial assistants to provide conversation-based translation and mediation services to French business owners.

Children's Learning Center, Alto Parana, Paraguay

Assistant Manager.....October 12 2002 - July 15, 2010

Assisted with managing an educational institution and staff of twenty employees.
Built revenues through direct student recruitment.

Jumparama, Tacoma, Washington

Sky Diver.....May 18 2001 - September 12, 2002

Jumped out of planes. Lots of crazy times during the summer.

Education

Business Administration Major, 2001

California Community College, Irvine, California

- 3.50 GPA
- Associated Board of Trustees volunteer
- Student Chess Club, 2000 - 2001