



creative
PORTFOLIO

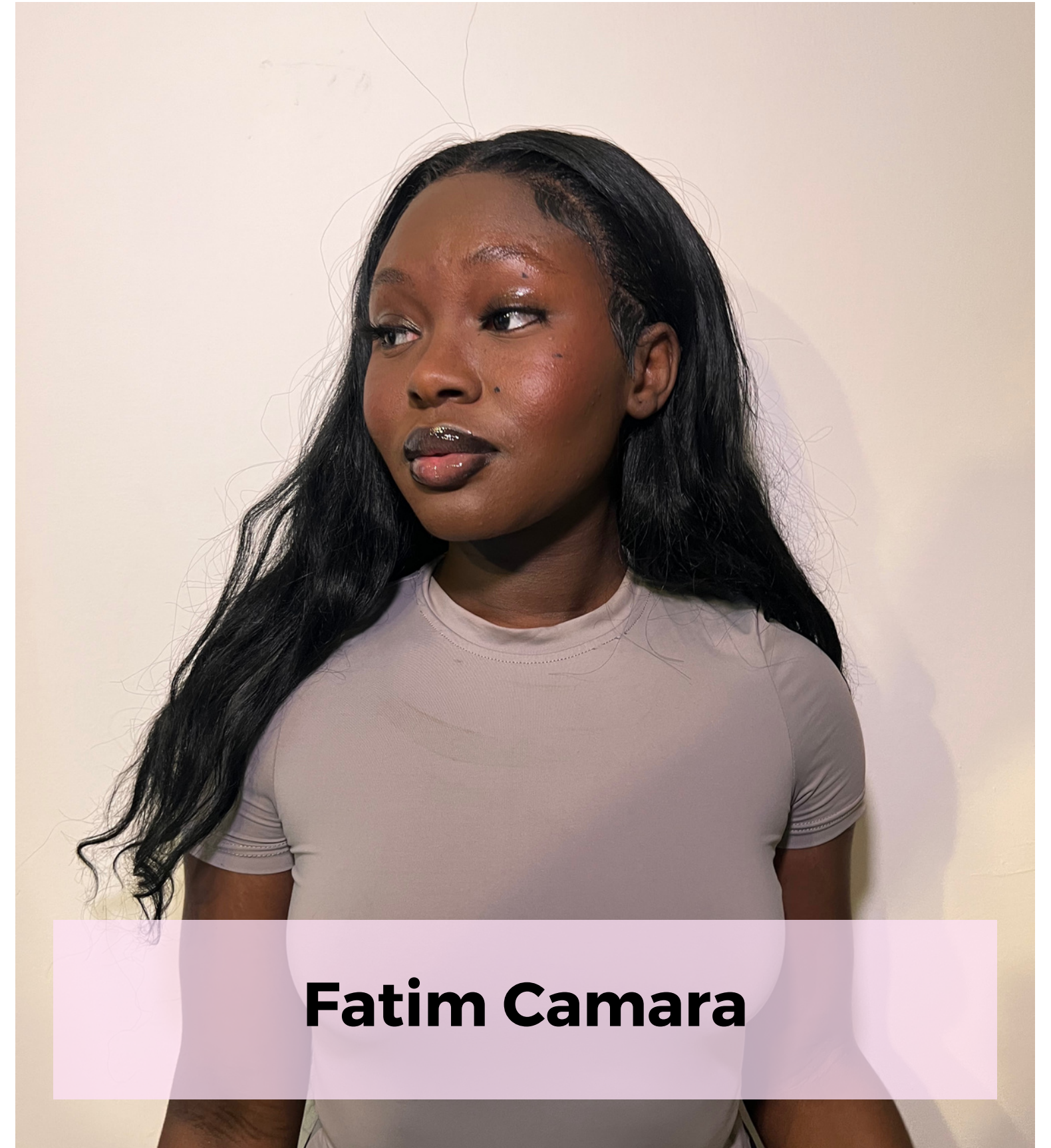
By Fatim Camara

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introducing **ABOUT ME**

My name is Fatim and I'm from Italy
I have always loved the online world for the
endless job opportunities it gives to us.
I live by the motto "be your own boss" and
now I have been a young virtual assistant
for almost two years.
I don't consider it a job but away to express
my skills and knowledge



Fatim Camara

personal **SKILLS**

Punctual, reliable and extremely organized virtual assistant, who possesses school and personal experience of the role. I have expertise in reporting, customer management and appointments and travel + I speak italian, english, french and spanish.

**-Excellent
communication skills**

**-Time management+
Multitasking**

**-Management and
administrative skills**

-Oraganization

-Writing

-Adaptability

-Flexibility

**-Microsoft office
package knowledge**

-Language + IT skills

-Customer service

-Self Education

-Reliability

EDUCATION

2014 - 2020

Diploma of Human Science

B. Russell High School

work EXPERIENCE

Despite my young age and few work experience, I consider myself a very demanding, collaborative, precise and ready to listen person. My passion for languages has led me to always have new experience to learn as much as possible and offer my skills to the fullest.



Receptionist intern

British Language Centre, Bristol (UK), 2019
-Organisational and communication skills
outside and inside the school, planning and
accounting activities

Self-employed jobs online

Clients
-Daily planning, translations, record keeping,
appointment scheduling, virtual meeting

THANKS FOR WATCHING

Please contact me for more infos, I'll be glad to let you know me and work with you!

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