

While I have not formally held the title of Chief of Staff or Executive Assistant, I have performed several responsibilities that align closely with those roles during my internship at Manazel, a commercial property management company. In addition, my time at ATHS and volunteering projects helped me develop strong time management, multitasking, and problem-solving skills, which I believe are transferable and crucial to succeeding in such roles.

- o Maintained confidentiality when handling internal communications and documents.
- o Prepared reports and managed internal documentation