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**Location:**Virginia Beach, VA

**Posted:**September 11, 2023

**Contact Info:**

rosamalady86@yahoo.com

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**Resume:**

ROSA MALAGISI

rosamalady86@yahoo.com

EXPERIENCE

PRESENT

SELF EMPLOYED ONLINE FREELANCE

2009 – 2010

ADMINISTRATIVE/SECURITY/MANAGER, chinese community center

Booking events, maintaining the event hall, cleaning, supervising events, etc.

2008 – 2009

HOME KEYER/DATA ENTRY, harris

entering info from forms for high school/college yearbooks databases

2004 – 2005

RECEPTIONIST, seaco

answering phones, filing, copying, etc.

2002 – 2004

PART TIME OFFICE HELP, investigative inspection services, inc.

answering phones, filing, copying, etc.

EDUCATION

2003

HIGH SCHOOL DIPLOMA, american school of correspondence

SKILLS

Data entry

Typing up to 80 wpm

Microsoft Office

Proofreading

Editing

Databases and spreadsheets