

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Lauren Ziskind
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Working Experience:

Company Name: Peak Environmental

Dates of Employment: 2014 - present

Job Responsibility: Office manager

- Assist project managers
- Admin tasks
- Day to Day running of office
- on board new hires

Company Name: Brean Capital

Dates of Employment: 2010 - 2014

Job Responsibility: ✓

- administrative assistant
- execute trades
- Admin support to broker dealer
- answer & direct calls
- client help

Company Name: American friends of Tel Aviv Museum of Art

Dates of Employment: 2007 - 2010

Job Responsibility: Special Events Manager

- plan & execute events in NYC
- art gallery events
- fundraising gala
- attend board meetings
+ arrange

Skills

- Server for Party Staff, CA 2006
- Word, excel, powerpoint
- Good with people
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