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## SANDRA BIETERU

### SUMMARY

- A highly organized and multilingual administrative professional with over three years of experience supporting senior executives, managing office operations, coordinating travel and meetings, and handling sensitive documentation.
- Adept in maintaining confidentiality, managing communication, and providing proactive administrative support.
- Proficient in Microsoft Office, and Google Workspace with strong analytical and problem-solving skills.
- Possesses excellent interpersonal skills and the ability to thrive in a fast-paced environments.

### SKILLS

- Calendar and Travel Management
- Microsoft Office (Excel, Word, PowerPoint) & Google Workspace
- Emotional Intelligence and Interpersonal Skills
- Excellent Communication Skills
- Document Preparation and Filing
- Multilingual Communication (English, French, Spanish)

### WORK EXPERIENCE

#### ADMINISTRATIVE SECRETARY | JANUARY 2022 – JUNE 2025

##### *Eden International School*

- Managed confidential administrative records.
- Drafted correspondence, internal memos, and reports, ensuring timely communication.
- Maintained organized filing systems for operational documentation.
- Supported internal procurement activities
- Managed schedules, coordinated meetings, travel arrangements and organized

- events.
- Assisted in expense tracking, petty cash, and financial documentation.

## **BILINGUAL EXECUTIVE ASSISTANT | JULY 2021 TO NOVEMBER 2021**

### ***Bobo- APB Global Networks***

- Conducted research and followed up with prospective partners, achieving a 70% closure rate
- Maintained client database, ensuring compliance with data privacy standards.
- Acted as liaison between the executive director and clients to support strategic partnerships.

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## **EDUCATIONAL UNIVERSITY OF GHANA | SEPTEMBER 2015 TO JULY 2020**

**BACKGROUND** Bachelor's degree: French and Spanish

### **UNIVERSITÉ DE PAU ET DES PAYS DE L'ADOUR- PAU, FRANCE | SEPTEMBER 2018 TO JULY 2019**

Diploma: French language and culture

### **Diplôme d'études en langue française DELF B2 | JUNE 2019**

Pau-IEFEE (France)

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## **LANGUAGES** English

French

Spanish

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Reference available upon request