

# Barbara Bruno

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Home Phone: 219.769.3008

## CAREER SUMMARY

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Innovative and driven administrative assistant. Proficient in word, excel and powerpoint. Excellent written and verbal communication skills.

## CORE COMPETANCIES

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- Organized Able to prioritize Punctual Multi-Tasker

## EDUCATION

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BA English

Purdue University,Lafayette, IN

## PROFESSIONAL EXPERIENCE

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**Manpower** ,Lafayette,IN

Receptionist

Answered phones, greeted incoming guests

**Kelly Services** ,Lafayette,IN

Administrative Assistant

Answered phones, greeting incoming customers, worked extensively on Word, Excel and PowerPoint Presentations. Back up five executive managers.

## PROFESSIONAL AFFILIATIONS

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**National Secretary Association.(NSA)**

## AWARDS

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**Deans List,Purdue University**

## COMMUNITY INVOLVEMENT

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Name of organization	Title	Dates	Description
Humane Society	Volunteer	2015-03-02 00:00:00-2016-poop out of cagesl 04-22 00:00:00	Worked in the front office and cleaned