

RUFUS STEWART

Admin. Assistant

PROFESSIONAL SUMMARY

Dedicated and focused secretary who excels in completing multiple tasks simultaneously. Committed to delivering high quality results with little supervision.

CONTACT DETAILS

Home: 123-456-7890
Mobile: 123-456-7890
hello@reallygreatsite.com
www.reallygreatsite.com
123 Anywhere Street, Any City, State, Country 12345

AREAS OF EXPERTISE

Microsoft Office proficient
Creating visually appealing presentations
Business writing and editing
Accounting and other related work
QuickBooks expert

OTHER SKILLS

- Good communication and public speaking skills
- Good interpersonal skills
- Good writing skills
- Good organizational skills
- Good time management skills

WORK EXPERIENCE

Administrative Assistant

Big Served Designs | April 2008 to Present

- Creates presentations for business development
- Creates weekly internal reports and presentations
- Manages the day-to-day calendar for the company's CEO

Junior Secretary

Halston Well Inc. | Feb. 2005 to April 2008

- Drafted meeting agendas and executed follow-ups
- Managed the reception area and responded to requests
- Designed electronic file systems and maintained files

EDUCATION HISTORY

Pink Lake University

AAS in Business Management, Class of 2005

- Secretary for Pink Lake University's Student Business Organization
- Member and Contributor for The Pink Lake News
- Member of the Writing Society

San Dias High School

Graduated Class of 2001

Valedictorian

- Secretary, Entrepreneurship Club
- Secretary, Student Council
- Member, Culture Club
- Member, Spanish Club
- Member, Foreign Exchange Student Society