

# 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