

KRISTIN THERESE RUEHLE

11 Richmond Hill

Laguna Niguel, CA 92677

949.632.6584

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QUALIFICATIONS

- Ability to analyze client's needs and develop appropriate courses of action to produce desired results
- Highly creative, energetic, detail oriented and resourceful in completing projects within timeframe
- Demonstrates ability to be an asset with flexibility to work overtime while upholding company standards
- Proficient in Adobe Acrobat Pro X, and Microsoft Office: Excel, Outlook, PowerPoint and Word (versions 1997-2010)
- Strong communication and negotiation skills
- Maintain professionalism while working in a fast paced environment

PROFESSIONAL EXPERIENCE

Cresa Orange County - Newport Beach, CA

Administrative Assistant

4/10 – Present

Intern

Summer 2007 and 2008

- Proactive and integral team member responsible for the efficient management of brokerage team
- Maintain an interactive and consistent relationship with clients, prospects, and vendors
- Closely assist in the management of transactions and projects from step one to completion
- Provide operational support in maintenance of action items and scheduling
- Maintain spreadsheets and databases, process invoice requests, and update contact lists
- Liaison between brokerage team and clients to develop objectives and strategies
- Complete contract and lease abstractions

Professional Jet Inc. - Santa Ana, CA

1/04 – Present

Executive Assistant to the President

- Provide administrative support with proposals, scheduling and personal communication
- Compose, edit, and perfect correspondence
- Assist in the management of accounts payable and accounts receivable

Carl Kikerpill, Laguna Beach, CA

10/09 – 4/10

Personal Assistant

- Controlled day-to-day functionality of the home; including schedule coordination, billing, and event planning
- Maintained a flexible schedule to provide continuous support for family
- Entrusted with highly confidential personal affairs and private information

San Luis Obispo Chiropractic Center, San Luis Obispo, CA

12/06 – 6/07 and 1/08 – 6/08

Office Manager

- Managed patient schedules and records; prepared invoices, requisitions and correspondence
- Inventory control, and general office organization

EDUCATION

California Polytechnic State University, San Luis Obispo, CA - Orfalea College of Business

Bachelor of Science, Business Administration

June 2009

Concentrations: Marketing and International Management

Semester at Sea, University of Virginia

August – December 2007

Studied: Global Studies, International Strategy, Globalization

COMMUNITY RELATIONS

- Orange County Child Abuse Prevention Center: Planned and executed the 13th Annual Bright Futures Ball and 2011 and 2012 Charity Golf Classic
- Divorce Recovery Workshop: Facilitated weekly seminars and group discussions for Vineyard Community Church
- \$100 Dollar Solution: Worked with the College of Bahamas to create a sustainable garden with only \$100