

Plain Text Resume

Della Hutchings
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Admin Assist, 4 yrs exp, 6 software pgms, time mgt skills

SUMMARY

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Word. WordPerfect. Lotus. Excel. PageMaker. QuickBooks
Bilingual: Spanish. Time management. Budgeting. Organizational skills.

EMPLOYMENT

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University of Upper Carolina [dates]
Church Knoll, NC

ASSISTANT TO DIRECTOR OF ACADEMIC TECHNOLOGY
Use and support a wide variety of computer applications
Work with both Macs and Dell computers
Communicate with clients in South America
Apply troubleshooting and problem solving skills
Maintain complex scheduling for employer, staff, self
Responsible for dept. budget administration; 100% balanced

Mothers for wildlife Inc. [dates]
ADMINISTRATIVE ASSISTANT

Edited/wrote newsletter
Organized rallies and letter-writing campaigns
Maintained mailing lists
Saved organization \$5,000 changing equipment

EDUCATION

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University of Upper Carolina at Chapel Hill, NC [dates]
BA with honors in International Studies

Won Gil award for best honors thesis on Latin America
GPA in Major: 3.8/4.0

AFFILIATIONS

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Carolina Hispanic Students Association
Amnesty International
Concept of Colors (Multicultural modeling group)

HOBBIES

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Like details: writing and web design

AWARDS

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On present job: Administrative Assistant of month four times [dates]
Recognized for productivity, organization, attention to detail
and interpersonal skills