**NIKKI DUAH**

♦ 747 Brewer Street, East Hartford CT 06118

♦ 8607947626 ♦ Nikduah@gmail.com ♦

**OBJECTIVE**

Seeking an Executive/Administrative Assistant position allowing me to use my specific skill set and experience.

**QUALIFICATION SUMMARY**

* Skillful in heavy calendar management.
* Versed in scheduling and meeting preparation as well as note taking.
* Experienced with managing all forms of communications and **personal business transactions** on behalf of the CEO.
* Proficiency with all MS Office (**MS WORD, EXCEL, POWERPOINT, OUTLOOK, ACCESS**) as well as data entry, copying, and scanning as well as all forms of **current technology**.
* Organized international and U.S. travel arrangements including all aspects of travel: flights, hotel bookings, currency, visas, car parking, and car hire etc.
* Competent skills in organizing lists of follow-up and to-do items. Prioritizing and managing multiple projects simultaneously
* Excellent research/reporting & presentations skills

**SKILLS**

* Strong **organizational skills** and the ability to collaborate in a team environment.
* Proactive, keen attention to detail with excellent follow up skills.
* Excellent verbal and written communication skills.
* Excellent time management ability and multi-tasking.
* Ability to plan events and gatherings.
* Very friendly, Energetic, Independent, Team Player as well as Flexible.

**PROFESSIONAL EXPERIENCE**

**EXECUTIVE ASSISTANT**: Stay @ Home – Care LLC, Manchester, CT 2004- PRESENT **CENTRAL SUPPLY**: Salmon Brook Center, Glastonbury, CT 2010- PRESENT

**EDUCATION**

**Bachelors in Science**

University of Connecticut

Practice Workflow & Information Management Redesign Certification

Capitol Community College

**LEADERSHIP EXPERIENCE/ACTIVITES**

Co-Founder of Thismustbeajoke.com 2011

Co-Founder of United Progenies of Ghana 2009

Miss African Queen 2007

Student Government Senator for UCONN West Hartford 2004

**References**

Vida Kwofie 860-282-0030

Inisha Hallums 860-895-0027

Alex Tettey 860-883-8500