|  |  |  |
| --- | --- | --- |
| Ruby  [Ruby.372530@2freemail.com](mailto:Ruby.372530@2freemail.com) | | |
| C:\Users\Reggie\Downloads\21121896_1788221094525430_652742554_n.jpg | | |
| sUMMARY | | |
| Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Answers a high volume of incoming calls while handling in-persons inquiries from client and colleagues. Flexible and hard working with strong drive to succeed.  SKILLS   * Using office equipment. * MS office Suite including PowerPoint, Excel and Word. * Internet and Email. * Professional phone etiquette. * Time management specialist. * Proficient record keeper. * Ability to maintain confidentiality. * Friendly and Hospitable. | | |
| Experience | | |
| 10/15/2013 to present | ABLE MINDS THERAPY CENTER |  |
| * Greeted customers and guided them appropriately * Typed, copied and distributed mail and form. * Filed chart and other records * Assisted with billing and reporting functions * Schedule and coordinate meetings and events | | |
| Education | | |
|  |  |  |
| Under graduated STI COLLEGE QUEZON CITY - Fairview  BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY  PERSONAL DATA  Birth Date : July 29, 1991  Age : 26 years old  Status : Single  Gender : Female  Nationality : Filipino | | |
| References | | |
| References are available on request. | | |