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| --- |
| Ruby Ruby.372531@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.
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| 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
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| Education |
|  |  |  |
| Under graduated STI COLLEGE QUEZON CITY - FairviewBACHELOR OF SCIENCE IN INFORMATION TECHNOLOGYPERSONAL DATABirth Date : July 29, 1991Age : 26 years old Status : SingleGender : FemaleNationality : Filipino |
| References |
| References are available on request. |