



JORGE RUIZ

Trabajador de Construcción

EXPERIENCIA PROFESIONAL

Trabajador de Construcción

Redford & Sons, Chicago, IL | Sep 2019 – Presente

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses

Trabajador de Construcción

Bright Spot Ltd – Boston, Ma | June 2017 – August 2019


- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices

Trabajador de Construcción

Suntrust Financial – Chicago, IL | June 2015 – August 2017

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages

CONTACTO

 (123) 456-7895

 denice.harris@gmail.com

 1938 W Augusta Blvd, Chicago, IL 60622

 linkedin.com/in/denice.harris

PERFIL

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

EDUCACIÓN

Bachelor Of Arts in English

River Brook University, Chicago, IL | May 2015

Graduated Magna Cum Laude

HABILIDADES

Microsoft Office



Spanish (Intermediate)



HubSpot



Typing speed of 70 WPM



MailChimp



Problem Solving

