

# Helen Hloom

## Executive Assistant

Phone: (123) 456 78 99 | Email: info@.....com | Website: www.....

Address: ,.....

### OBJECTIVE

Write a brief summary of the objective or what you intend to achieve with your resume, for example, seeking a position as a [position title] with XYZ Company.

### QUALIFICATIONS

Write a brief summary of the objective or what you intend to achieve with your resume, for example, seeking a position as a [position title] with XYZ Company.

#### Professional Skills

- ✦ Knowledgeable in office equipment such as computer, scanner, copier, fax machine, multi-line phones, comb-binding machines and label makers.
- ✦ Well-organized and efficient.
- ✦ Self-motivated, assertive and can quickly learn new procedures and methods.
- ✦ Professional demeanor.
- ✦ Dependable – can work without supervision; able to follow directions, both oral and written.
- ✦ Able to work under pressure and meet deadlines.

#### Interpersonal and Teamwork Skills

- ✦ Work well with a diverse group of people.
- ✦ Honest, friendly, excellent communication skills.
- ✦ Demonstrated accuracy, and attention to detail.
- ✦ Work well in a team environment.
- ✦ Committed to assisting others.

#### Quantitative Skills

- ✦ Collected, posted and deposited rents for properties consisting of 6 to 282 apartments.
- ✦ Posted General Ledger codes to invoices to prepare for payment.
- ✦ Maintained low operating costs, cutting expenditures where feasible.
- ✦ Reduced delinquencies through collection procedures.
- ✦ Create spreadsheets using MS Excel to track student financial records, attendance and grades.

#### Computer Skills

- ✦ Above average skills in MS Office suite including Word, Excel, Power Point, Outlook, Open Office, Thunderbird and Firefox. .
- ✦ Able to use MS Access.
- ✦ Excellent skills in preparing and maintaining spreadsheets.
- ✦ Business correspondence writing letters and memos, editing for content, spelling and grammar.
- ✦ Able to learn new software applications with ease.
- ✦ Talented in graphic art and design using MS Publisher, Print Shop, and Paint.

## EMPLOYMENT

MARKETING DIRECTOR 2011 to present  
Global Holdings International LLC Chicago, IL

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MARKETING MANAGER 2009 to 2011  
Jackson International LLC Orlando, FL

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## EDUCATION

POST GRADUATE PROGRAM IN MANAGEMENT 2007-2009  
Central Pacific Institute of Management Studies New York, NY

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BACHELOR OF BUSINESS MANAGEMENT 2003-2006  
Oxford College of Business Management New York, NY

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