

XANTE RUIZ

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Summary

Dedicated and focused administrative assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Highlights

- Microsoft Office proficiency
- Excel spreadsheets
- Strong interpersonal skills
- Understands grammar
- Bilingual- Fluent in Spanish and English
- Outstanding people skills
- Dedicated team player
- Resourceful
- Strong problem solver
- Professional and mature
- Time management
- Results-oriented
- Meticulous attention to detail

Experience

Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Often I would drive around Austin, picking up blue prints and looking for job sites to put bids in. I managed the invoices, and wrote up the bids to send out.

Chronology

Waitress	Mar 2012
Alamo Draft House - Austin, TX	
Waitress	Jan 2010 to Apr 2012
Cherry Creek Catfish - Austin, TX	
Receptionist/Administrative assistant	Feb 2009 to Jul 2010
K & R Plastering - Austin, TX	

Education

Associate of Applied Science, Criminal Justice
Austin Community College - Austin, TX, Travis

Associate of Applied Science, Criminal Justice
North Western State University - Natchitoches, LA