

Helen Hloom

Executive Assistant

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# summary

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.

# skills

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

MARKETING MANAGER 2009 to 2011

Jackson International LLC Orlando, FL

# EDUCATION

POST GRADUATE PROGRAM IN MANAGEMENT 2007-2009

Central Pacific Institute of Management Studies New York

BACHELOR OF BUSINESS MANAGEMENT 2003-2006

Oxford College of Business Management New York, NY

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