



# Ricky Stokes



## Work Experience

REDFORD & SONS – Boston, MA

Office Assistant, September 2011 – Present

Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers

Trained 2 Office assistants during a period of company expansion to ensure attention to detail and adherence to company policy

Developed new filing and organizational practices, saving the company \$9,000 per year in contracted labor expenses. Maintain utmost discretion when dealing with sensitive topics. Manage travel and expense reports for department team members

BRIGHT SPOT LTD. – Boston, MA Secretary, June 2008 – August 2011

Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management

Opened, sorted, and distributed incoming messages and correspondence. Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices

Greeted visitors and determined to whom and when they could speak with specific individuals. Recorded, transcribed and distributed minutes of meetings.



## EDUCATION

RIVER BROOK UNIVERSITY – Chicago, IL

Bachelor of Arts in History, May 2008

Graduated Cum Laude



## ADDRESS



## Summary

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



## SKILLS

Database Management



Quickbooks



Communication



Business Knowledge



Service & Support



Positive Attitude

