

Secretary

Dolly K. Russo

Professional summary

Driven administrative professional with over 5 years of experience providing exceptional support to executive teams. Proven ability to handle multiple tasks simultaneously while maintaining attention to detail. Effective communicator adept at building strong relationships with clients and colleagues. Skilled in using technology and software to streamline operations. Seeking a challenging role as a Secretary utilizing my organizational skills and passion for delivering outstanding administrative support.

Experience

Administrative Assistant

Coastal Industries / United States, Brunswick

- Managed office operations and provided administrative support to the executive team.
- Scheduled meetings, coordinated travel arrangements, and prepared expense reports.
- Assisted in organizing company events and maintained employee records.
- Responded to customer inquiries and resolved issues in a timely and professional manner.
- Collaborated with cross-functional teams to streamline processes and improve efficiency.

Internships

Administrative Intern

Smith & Sons / United States, Raleigh

- Assisted with day-to-day administrative tasks, including data entry, filing, and document preparation.
- Coordinated office supplies and ensured inventory was well-maintained.

Project Management Experience

Successfully managed multiple projects from initiation to completion

Coordinated project timelines, resources, and deliverables

Tracked project progress and effectively communicated updates to stakeholders

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Links

dollykrusso

Education

Bachelor of Business Administration (BBA)

University of South Carolina
United States, Columbia

- Major: Business Administration
- Minor: Communication Studies

Skills

Proficient in Microsoft Office Suite

Written and verbal communication skills

Organizational and time management abilities

Attention to detail with a high level of accuracy

Ability to multitask and prioritize effectively

Experienced with customer service and problem-solving

Courses

Time Management Strategies

Online Course

Personal info

◆ Date of birth: 22 May 1983