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# BUSINESS ASSISTANT RESUME

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## Objective:

To obtain the Business Assistant position that will expand and develop my skills.

## Summary of Skills:

- Good decision-making power and problem solving skills.
- Ability to work effectively with others at all levels of organization.
- Proficient with MS Office Suite, Excel spreadsheets
- Strong Word and PowerPoint skills
- Thorough knowledge in Lotus Notes and Oracle

## Work Experience:

Business Assistant  
MasterCard Worldwide, Boxboro, MA  
August 2005 to till date

- Scheduled meetings, completed travel arrangements.
- Maintained management and expensed reporting.
- Prepared correspondence, memoranda and reports.
- Assisted in preparing and maintaining departmental budget.
- Administered programs, projects and processes specific to the operating unit.

Business Assistant  
Universal American, Boxboro, MA  
May 2000 to July 2005

- Prepared all management level meetings and serviced them.
- Assisted in doing follow up on actions after meetings.
- Prepared and produced briefing papers, reports, presentations.
- Reviewed, analyzed and summarized reports and documents.

## Education:

Associate Degree in Business Administration  
University of Iowa, Iowa City, IA

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