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# GENERAL ASSISTANT RESUME

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## Objective:

To obtain the position as General Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Ability to adapt to change quickly
- Ability to quick study and to retain information
- Ability to take multiple tasks to completion
- Ability to manage with integrity, honesty
- Ability to complete and manage administrative paperwork
- Excellent verbal and written communication skills

## Work Experience:

General Assistant  
Raytheon Polar Services, Boxboro, MA  
August 2005 to till date

- Handled cargo and operated vehicles.
- Assisted with inventory and re-supply functions.
- Provided mechanical assistance in the repair of vehicles and other equipment.
- Prepared cargo for shipment.
- Assisted in separation and disposal of materials.

General Assistant  
ACE Limited/ACE INA, Boxboro, MA  
May 2000 to July 2005

- Ensured set-up, distribution, filing of policies, endorsements and other correspondence.
- Ensured open, date stamp and distribute department mail.
- Processed mods, state regulatory bureau filings, posting notices and state mandated program letters.
- Processed conditional renewals, non-renewals, cancellations and reinstatements.

## Education:

Associate Degree in Business Management & Administration  
University of Florida, Gainesville, FL

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