

ROSE YVONNE TRUJILLO

8041 Clarkson Ct., Denver, CO 80229 * 720-985-6672 * ryvotru@gmail.com

Professional Summary

Highly organized and detail-oriented Administrative Assistant. Excellent phone skills, spelling and grammar for written communications. Knowledgeable on a variety of computer programs/databases. Good typing skills. An Administrative Assistant who goes above and beyond basic administrative tasks and takes on multiple projects at once. I prefer an office environment with the potential for variety and growth.

Skills

- * Professional phone etiquette
- * Excellent communication skills
- * Articulate and well-spoken
- * Filing and data archiving
- * Pleasant demeanor
- * Customer service-oriented
- * Accurate and detailed
- * Database management

Work History

- Travel Agent** 07/2014 to 10/2014
Genie Travel - Thornton, CO
Vacation Consultant/Rail Specialist. Selling travel arrangements for all destinations and packages. Working with individuals, families and groups to book their vacation dreams, both in person and on the phone. Updated and Maintained their client database. Created MS Word documents to advertise destination specials on social media.
- Travel Agent/Amtrak Tours** 08/1992 to 06/2014
R M A Travel & Tours, Inc. - Denver, CO
Selling Amtrak Tours of "Short Stay Getaway's" between Denver and Glenwood Springs or Grand Junction. Also Amtrak Ski Vacation Packages between the Mid-West and Colorado or Montana. Responsible for acquiring data, creating necessary spreadsheets and using info to set the layout for print advertising, (brochures), for the Amtrak Tours programs

Education

- Associate of Applied Science in Business Administration with a Minor in Travel & Tourism** 09/1992
Parks Jr. College, Thornton, CO
Learning different computer programs/skills. Geography and Marketing courses. General College/Business curriculum.
- High School Diploma** 06/1981
Pomona High School, Arvada, CO
General High School curriculum, (ALTEX program)

References

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|--------------------|--|----------------------------------|
| * Barry Oehler | barryoehler@gmail.com | Owner/R M A Travel & Tours, Inc. |
| * David Illian | rmadavid@gmail.com | Owner/R M A Travel & Tours, Inc. |
| * Rich Sattizahn | richsattizahn@gmail.com | Owner/R M A Travel & Tours, Inc. |
| * Tim Trujillo | timtrujillo@comcast.net | Raytheon/Army (retired) |
| * Annette Martinez | annette_martinez@nps.gov | National Park Service |

Hello,

My name is Rose Yvonne Trujillo and I am looking to begin a new career with a company that appreciates loyalty, dedication and hard work. My past work experience may seem unorthodox for a Administrative Assistant, but I do have the skills and knowledge that meet the requirements. I know there may be certain aspects of the position that I would need some training, but I am quick to utilize any available resources to understand the expectations for this position. I am willing to continue my education and brush-up on the latest “industry/tech” computer skills in order to be more proficient and productive. I am a hard worker, quick learner and I have a friendly and professional personality. If given the chance, I know I can be an asset with Corporate Management Group., in the position that I am applying. I sincerely appreciate your consideration of my application.

Thank you.

R. Yvonne Trujillo