

**Besirat Gebreyesus**  
**3870 N. Broadway St. #12 • Boulder, CO 80304**  
**Cell: 720-277-8397**  
**Besirat.gebreyesus@gmail.com**

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## Profile

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

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## Education

### **University of Colorado, Boulder, CO**

- August/2010-August/2012
- Sociology and Ethnic Studies major

### **University of Colorado, Colorado Springs, CO**

- August/2009-May/2010
- Sociology major

### **George Washington High School, Denver, CO**

- August/2005-May/2009
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## Key Skills

<i>Office Skills:</i>	<i>Office Management Database Administration</i>	<i>Spreadsheets/Reports Calendaring Front-Desk Reception</i>
<i>Computer Skills:</i>	<i>MS Word MS Excel MS PowerPoint</i>	<i>MS Outlook MS Publisher Windows</i>

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## Experience

### **University of Colorado- Boulder, CO**

### **Student Assistant 2010 to 2012**

In the two wonderful years I have worked at the Office of Student Conduct I have handled multifaceted clerical tasks. I have coordinated appointments for conduct, maintained database, performed background checks, filed/scanned documents and ensured the delivery of premium service to students.

### **University of Colorado- Colorado Springs, CO Library Assistant 2009-2010**

As a Library Assistant I handled circulation and information services as well as identifying and acquiring library materials, preparing library materials for use and conserving library materials and assisted in the needs of our patrons

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## References

### **Jamal Ward- Director of Student Conduct**

[Jamal.ward@colorado.edu](mailto:Jamal.ward@colorado.edu) – 303-492-5550

### **Deb Frasier- Advisor**

[Debra.Frazier@colorado.edu](mailto:Debra.Frazier@colorado.edu)- 303-492-2168