

# Stew Dent

2855 Hickory Boulevard  
Hudson, North Carolina 28638

828.111.1111  
sdent@gmail.com

## ADMINISTRATIVE ASSISTANT • OFFICE MANAGER

Experience in the workforce proves ability to consistently perform high-quality work and returning to college shows desire to learn. Competent with computer hardware, copiers, fax machines, calculators, and other office equipment. Learn quickly, great organizational skills, experienced in all phases of office duties.

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### EDUCATION

**Caldwell Community College and Technical Institute, Hudson, NC** Aug. 2010-May 2013  
Working towards Associate's Degree in Computer Information Technology

- Dean's List Fall 2010, Spring 2011

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### PROFESSIONAL STRENGTHS

Accounts payable and receivable	Experience with professional
Analyze shipments	correspondence
Audit for overages and shortages	Order, receive and distribute supplies
Write memos	Coordinate travel, events, catering
Create presentations	Resolve customer service issues
Maintain departmental calendars	Answer and direct phone calls and
Strong oral and written communication	messages
skills	Responsible for confidential records and
Prepare agendas, meeting minutes and	files
budget reports	Generate planning schedules

*Technology:* Microsoft Office 2007 including Access, Works, Lotus, Corel, Peachtree Accounting, and Visual Studio

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### EXPERIENCE

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### WORK HISTORY

**Server** Jul. 2010-present  
Ruby Tuesdays, Lenoir, NC

**Server** Sept. 1990- Jul. 1995  
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