

RUTH A. DEVINEY

5911 Ballinger Road, Unit A
Greensboro, NC 27410

Home 336.852.4344
Cell 336.402.1767

rdeviney@triad.rr.com

SUMMARY

Experienced, progressive and innovative Administrative Assistant with over 10 years experience in Corporate atmosphere. Strong interpersonal skills with the ability to work across multiple functional areas and relate to diverse customers. Recognized as an administrative specialist and as a team builder and player with focus on customer service and satisfaction. Seeking position as an Administrative Assistant. Expertise includes:

<ul style="list-style-type: none">Ability to operate personal computers and use Microsoft Outlook, Word, Excel, PowerPoint, Access, and Oracle software	<ul style="list-style-type: none">Motivated toward highest performance standards
<ul style="list-style-type: none">Excellent written and presentation skills, as well as skilled at problem solving	<ul style="list-style-type: none">Ability to work independently with minimal supervision, and also with a team
<ul style="list-style-type: none">Ability to make solid decisions and to prioritize work to ensure goals are met	<ul style="list-style-type: none">Typing speed in excess of 50 wpm; ability to take dictation & use dictaphone
<ul style="list-style-type: none">Strong leadership capabilities	

PROFESSIONAL EXPERIENCE

VOLVO TRUCKS NORTH AMERICA, Greensboro, NC

2003 – 12/2008

Marketing/Administrative Assistant

Provided Marketing support, prepared presentations, arranged, scheduled, and coordinated meetings and conferences, managed domestic and international travel arrangements, prepared travel expense reports, and reconciled credit card statements.

- Performed advanced and diversified administrative duties requiring broad and comprehensive knowledge and skills related to respective business policies and practices
- Prepared print ads, developed forms, and assisted with trade shows and major sales events in Maui, Hawaii, Monaco and France. Produced a *2008 Volvo Dealer Directory*.
- Screened telephone calls, provided information and resolved inquires and issues. Proactively tracked status of work in progress on multiple projects and initiated necessary follow-up actions to ensure adherence to established timeframes. Performed internet research on various projects.
- Opened mail and responded proactively to correspondence. Alerted key individuals of critical issues to ensure priority resolution and coordination of action steps.
- Performed all other administrative duties as requested.

Sales Coordinator

- Researched, analyzed and provided transcript adjustment and inventory billing support on behalf of Volvo Trucks North America and its dealer base.
- Responsible for administration, management and control of Sales and Marketing Programs.
- Executed new truck concession corrections/invoice adjustments and secondary Request for Sales Assistance quotes, and supported changes in Dealer Accounts.
- Interfaced and coordinated with Sales Facilitators, Warranty Department and Sales Statistics.
- Coordinated Landstar, Ameriquest and Nationalease rebate programs.
- Analyzed special accrual accounts.
- Performed special analytical assignments as required.

ASHBY COOK FINANCIAL SERVICES, Greensboro NC**2002 - 2003****Office Manager**

- Performed administrative support to the President.
- Managed the day-to-day business of the company.
- Coordinated all business related activities, i.e., FedEx, memberships, conference registrations, etc.
- Provided customer service to all clients regarding life, health, disability, annuities and investments.
- Responsible for presentation preparation, case-work management, and planned, developed and facilitated changes in procedures, forms and practices, work flow, and equipment.

TALBOTS, Greensboro, North Carolina**2000 - 2001****Sales Associate**

- Direct clothier sales.
- Welcomed and determined customer needs.
- Provided courteous and attentive service.
- Demonstrated competent product knowledge.
- Completed stock assignments.
- Kept selling areas in acceptable condition.
- Completed projects as assigned.
- Maintained positive working relationship with management and co-workers.
- Attended and participated in store-wide meetings as required.

LUCENT TECHNOLOGIES and AT&T, Greensboro, NC**1969 – 1999****Executive Administrative Assistant; Project Manager; Senior Account Executive**

- Maintained appointment calendar; scheduled and coordinated meetings; compiled and transcribed various correspondence items and reports; prepared executive briefings; arranged travel and itineraries; prepared expense vouchers and balanced credit card statements.
- Selected and ordered office supplies, reserved facilities and equipment and coordinated catering needs. Processed work orders and maintained organization chart.
- Called upon Department of Defense customers at military sites and department headquarters for sales of telecommunications equipment.
- Consistently exceeded sales goals, producing annual revenues of \$7.5M - \$9.5M
- Achieved status in Achievers Club.
- Led trade show teams throughout the world to demonstrate Lucent products and services. Secured internal funding of trade show participation.
- Prepared monthly reports capturing progress of marketing activities and status of customer sales leads.
- Led team of IBM developers, Lucent analysts, and external vendors.

EDUCATION

Executive Secretarial Diploma, Croft Business College, Greensboro, NC
AAP, Business credits, Guilford Technical Community College, Greensboro, NC