


Prisilla Chuha

Senior Office Secretary

I have over 5 years of experience as a Senior Office Secretary. I am extremely organized and efficient, and have a keen eye for detail. I am able to work independently with little supervision, and can also take direction well. I have excellent written and verbal communication skills, and always maintain a professional demeanor. My computer skills are top-notch, including proficiency in Microsoft Office Suite applications.

prisilla.chuha@gmail.com 

(131) 769-7232 

E. Pecan Drive 
Gilbert, AZ 85234

Education

High School Diploma at Chandler High School, Chandler, AZ

Sep 2012 - May 2017

I have learned communication, organization, and time management skills while studying for my high school diploma.

Links

[linkedin.com/in/prisillachuha](https://www.linkedin.com/in/prisillachuha)

Skills

Typing



Filing



Answering phones



Scheduling appointments



Bookkeeping



Data entry



Languages

English



Portuguese



Employment History

Senior Office Secretary at Apple, AZ

Jun 2022 - Present

- Wrote and distributed over 500 memos, emails, and letters on behalf of the office.
- Answered approximately 200 phone calls per day from clients, vendors, and other business associates.
- Maintained a filing system with over 10,000 files.
- Tracked and ordered supplies for the office, working within a budget of \$5,000 per month.
- Coordinated travel arrangements for 5-10 employees each week.

Office Secretary at Microsoft, AZ

Sep 2017 - May 2022

- Maintained an inventory of office supplies and equipment, reordering as needed to keep the office running smoothly.
- Answered incoming calls and routed them to the appropriate person or department.
- Wrote and distributed email correspondence, memos, and other communications.
- Created and maintained filing systems, both electronic and paper.
- Scheduled appointments and travel arrangements for office staff.

Certificates

Certified Senior Administrative Professional (CSAP)

May 2021

Certified Virtual Executive Assistant (CVEA)

Sep 2019

Memberships

National Association of Senior Secretaries and Administrative Assistants

International Association of Administrative Professionals