



# RUTH DE JOSE

EXECUTIVE ASSISTANT | VIRTUAL ASSISTANT

# ABOUT ME

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**I'M DETAIL-ORIENTED  
EXECUTIVE ASSISTANT  
WITH EXPERTISE IN  
MANAGING SCHEDULES,  
TRAVEL PLANNING,  
AND EXECUTIVE  
SUPPORT IN FAST-  
PACED ENVIRONMENTS.**

# CORE SKILLS

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CALENDAR MANAGEMENT



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MEETING PLANNING



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CONFIDENTIAL HANDLING



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TRAVEL COORDINATION



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REPORT PREPARATION



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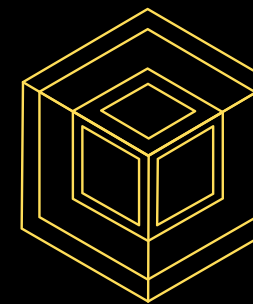
OFFICE ADMINISTRATION



# WORK EXPERIENCE



VIRTUAL ASSISTANT  
2024



EXECUTIVE ASSISTANT  
2023



WEB DESIGNING  
2022

# CONTACT

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**IF YOU WANT TO WORK TOGETHER, YOU CAN REACH ME AT  
RUTHANDEJOSE28@GMAIL.COM**

