

Julio I. Ruiz
Assistant Office Manager
314.209.9495, ext 705 - jruij@easiconsult.com

EDUCATION

B.A. Psychology & International Business – Saint Louis University, Saint Louis, MO (expected, May, /**B.S.** 2010)

PROFESSIONAL EXPERIENCE

EASI•CONSULT, LLC, St. Louis, MO (April 2007 – Present)

Assistant Office Manager

- Provide assistance and coordination with projects
- Perform general office duties

MORGAN KEEGAN, Memphis, TN (Summer 2006)

Intern

- Filing and organizing data into their systems.
- Helped with projects such as organizing requests for the NAS and the SEC.

HONORS

- MLK Scholar
- Vice President of Membership, Sigma Tau Gamma Fraternity
- Member of HALO (Hispanic American Leadership Organization)