Robert Smith

Lead Church Secretary

CONTACT DETAILS

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PERSONAL STATEMENT

An asset to the company that work for and to have a job that truly enjoy. To be able to learn new skills as well use the skills that already have, in order to be the best can be, and become part of the team.

WORK EXPERIENCE

Lead Church Secretary

ABC Corporation - August 2007 – March 2011

Responsibilities:

- Created bulletins for Sunday services. Made sure the pastor had everything he needed for Sunday services.
- Answered phones, took messages and returned calls according to the pastors wishes.
- Distributed the mail to the rightful departments.
- Generated statements for members to show how much they paid annually in tithes and special/annual days.
- Handled all communications between our church and other churches in the area.
- Created special booklets and programs for services such as weddings, funerals and annual days that were held at the church.
- Duties included answering phones, Have great communication skills to keep the members informed.

Church Secretary

ABC Corporation - May 2001 – June 2006

Responsibilities:

- Created bulletins for Sunday services.
- Made sure the pastor had everything he needed for Sunday services.
- Answered phones, took messages and returned calls according to the pastors wishes.
- Checked the p.o.
- box and distributed the mail to the rightful departments.
- Wrote and distributed checks for payroll and bill pay.
- Generated statements for members to show how much they paid annually in tithes and special/annual days.

Education

Diploma in Medical Assisting - 2001(Virginia College - Mobile, AL)

SKILLS

Microsoft word, excel, PowerPoint.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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