ROBERT SMITH

Club Secretary

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a career that will enable me to advance and further my professional skills and experience. Initiating and responding to all club correspondence (dealing with queries, official NGB correspondence etc.)

CORE COMPETENCIES

Dependable And Honest, Ability To Learn New Tasks And Follow Work Instructions.

PROFESSIONAL EXPERIENCE

Club Secretary

ABC Corporation - January 2013 – 2022

Key Deliverables:

- Handled all office business, menu design and editing, special events promotion for clubhouse, golf and tennis centers, coordinate with the restaurant, golf and tennis departments to produce the monthly club calendar.
- Booked and organized upcoming banquet events such as weddings, business luncheons, golf/tennis events, seasonal parties, etc.
- Organized and arrangement of the Summer Reciprocal Program.
- Experienced with Quattro Pro, Lotus 123, Microsoft Word, Calendar Maker Plus, Club Manager and Squirrel System.
- Created a new, more effective system for members to receive their monthly information, The Dome Newsletter.
- Supervised group of field workers and served as their contact with the General Managers.
- Coordinated, plan and supervised all childrens holiday and special events.

Club Secretary

Delta Corporation - 2008 – 2013

Key Deliverables:

- Assist NYRA investigators with the barn inspections on medication positives and with internal investigations.
- Give the trainer examination (practical). Assist with Vet Exam.
- Oversee continuing education classes for provisional exercise riders and apprentice jockeys.
- Focal point for licensee (i.e., jockeys, trainers and owners) inquiries on racing and safety issues.
- Monitor training to ensure that exercise riders, outriders, and pony riders observe all rules.
- Help assure proper horse ambulance protocol for quick response during training and racing.
- Conduct briefing with security personnel on graded stake races, and continuously monitor security personnel.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

ROBERT SMITH

Club Secretary

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- B.S. in Nursing - (San Francisco State University - San Francisco, CA)

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**