

Robert Smith

General Secretary

PERSONAL STATEMENT

Highly personable professional with over 5 years of experience in various ways of serving the community or clientele. Eager to support the company in building an impeccable reputation by providing top-class secretarial support.

WORK EXPERIENCE

General Secretary

ABC Corporation - 2013 - 2015

Responsibilities:

- Handled multifaceted clerical tasks (e.g., data entry, filing, and records management) as the assistant to two/more probation & parole officers/supervisors.
- Answered phones, took messages, and typed letters for legal associates.
- Corresponded and assisted with probationers and paroles on their appointments.
- Interned to observe the legal system, in sit-ins of jury trials as this, my summer job.
- Entrusted to manage an office in the supervisors absence.
- Provided timely, courteous, and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.
- Quickly became a trusted assistant/ secretary known for "can-do" attitude, flexibility, and high-quality work and requested yearly at this particular office.

General Secretary

Delta Corporation - 2010 - 2013

Responsibilities:

- Directed and organized daily Operations.
- Payroll ADP.
- Quickly became a trusted assistant/ secretary known for "can-do" attitude, flexibility, and high-quality work and requested yearly at this particular office.
- Were to make calls and gain new contacts for the agent 1yr.
- Conducted several Workshops in JAVA and web technologies such as C#, PHP, HTML, CSS, etc.
- Also supervised day to day activities of the club & seen a major hike in the number of student members because of efficient management and honesty.
- Coordination of business activities.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Administrative,
Customer Service,
Receptionist, Detail
Oriented.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor's in Psychology - 2005(Argosy University - Nashville, TN)