

# Robert Smith

## Main Office Secretary

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Seeking a Main Office Secretary position where I can use my academic background and work experience to help my employer execute plans and achieve objectives. Using a computer or standard office equipment to prepare, create, and compose letters, labels, handbooks, newsletters, rosters, reports, bulletins, and other documents for the school, division, department or instructional programs; answering routine correspondence for the administrator; preparing documents from rough draft, notes, recordings, or oral instructions.

### **SKILLS**

Receptionist, Planning,  
Oral Instruction.

### **LANGUAGES**

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

### **WORK EXPERIENCE**

#### ***Main Office Secretary***

**ABC Corporate - May 2004 - 2022**

##### *Responsibilities:*

- Provided administrative support to the principal.
- Managed and maintained student database including enrollments, discipline and attendance.
- Organized and implemented school functions and activities.
- Assisted visitors and parents entering the school; answer au incoming calls.
- Entered all purchase orders for the school.
- Maintained all teacher absences and payroll.
- Maintained email correspondence and answered all incoming phone calls in a professional and polite manner.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Main Office Secretary***

**Delta Corporation - 2002 - 2004**

##### *Responsibilities:*

- Received compliments on fast paced work efficiency, flexibility of taking on others job tasks.
- Created after school programs/booklets, in charge of all duplicating needs for the teachers and staff.
- In charge of running and monitoring testing center.
- Greeting all guests upon entering the club with exceptional customer service Managing multiple phone lines while delivering professional phone .
- Level administrative support to two assistant principals Monitoring and maintaining records and confidential files for over 1000 students Providing .
- Maintaining calendars, answering phones and performing other tasks as assigned) Assisting parents with school registration process to ensure accuracy .
- Greeted, directed, and provided school-related information to parents, students, visitors, school personnel, and the general public Monitored school.

### **REFERENCES**

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

## Education

Bachelors