

ROBERT SMITH

Legal Secretary

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8 years of experience as a Secretary. I am a hard worker and am willing and able to learn new things. I am looking forward to returning to the workforce.

OCTOBER 1999 - NOVEMBER 2002

LEGAL SECRETARY - ABC CORPORATION

- Answered telephones and gave requested information to callers, took messages, or transferred calls to appropriate individuals.
- Greeted visitors and callers, handled their inquiries, and directed them to the appropriate persons according to their needs.
- Set up and maintained paper and electronic filing systems for records and other material.
- Conduct searches to find needed information, using such sources as the internet.
- Learned to operate new office technologies as they were developed and implemented.
- Operated electronic mail systems and coordinated the flow of information both internally and with other organizations.
- Operated office equipment such as fax machines, copiers, and phones, and used computers for spreadsheets, word processing, database management, and other applications.

AUGUST 1994 - SEPTEMBER 1999

PERSONNEL JOURNEYMAN - ABC CORPORATION

- As a personnel specialist in the air force, I counseled military members on their career goals, advising on things like promotions, training programs, and job specialties.
- I was also tasked with managing the air forces retention programs, and advising military members on benefits programs and responsible for making sure the air force is in compliance with personnel policies, directives, and procedures.
- I also worked in the evaluations and decorations section where I reviewed, edited and updated performance reports.
- I worked in the commanders office to help maintain programs, correspondence and help new military members transition to the squadron.
- Lastly, I worked in outbound assignments where I helped ensure military members and their families had the proper paperwork and training before transitioning to another location.
- Allowing updated information to be found quickly, resulting in swifter processing of the contract actions.
- I gathered paperwork and sent correspondence to the new location if needed for

changes or delays and processed orders to relocate.

EDUCATION

Personnel Apprentice - 1994(Personnel Apprentice School USAF - Keesler AFB, MS)Diploma in N/A - 1991(Rutherford High School - Panama City, FL)Diploma-2009(Indiana Therapeutic Massage School)

SKILLS

Microsoft Office, Crisis Communications, Communications, Community Outreach, Budget Management, and Social Media Marketing.