**Office Secretary**

ROBERT SMITH

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Alabama.

# Objective

Office Secretary, Office Manager, Accounts Payable, Accounts Receivable, and Payroll Clerk, Budget Technican.

# Skills

Microsoft, Windows, Billing, Medical Records, Filing, Receptionist, Medical Terminology.

# Work Experience

## Office Secretary

**ABC Corporation** ­ September 2010 – March 2013

* Served as the principal office assistant performed various administrative and clerical duties in support of the organization.
* Performed office automation support using multiple automated programs and software such

as Word and Excel in support of administrative and clerical work.

* Prepared a wide variety of recurring and nonrecurring correspondence, reports and other documents and reviewed and finalized correspondence/documents prepared by others in handwritten or electronic drafts.
* Reviewed and processed incoming and outgoing correspondence, materials, regulations, and directives.
* Established and monitored suspense dates and brought to supervisors attention when there

was a conflict.

* Responsible for coordinating the work of the office with other offices and organizations.
* Received telephone calls, greeted visitors, and ascertained the nature of the calls or visits.

## Office Secretary

**ABC Corporation** ­ 2008 – 2010

* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
* Schedule and confirm appointments for clients, customers, or supervisors.
* Provide services to customers, such as order placement and account information.
* Take dictation in shorthand or by machine, and transcribe information.
* Maintain scheduling and event calendars.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Manage projects, and contribute to committee and team work..

# Education

Diploma in General Studies - (Niceville Sr. High School - Niceville, FL)