

Office Secretary

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
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)