

Robert Smith

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Office Secretary I

SUMMARY

To secure a full-time position with a well-established company that will utilize my strong organizational skills, educational background, interpersonal skills, as well as my love for technology. Seeking to gain experience and in effect be an asset to a team.

SKILLS

People Person, Fast Learner, Great with Technology, Experience with taking vitals, finger sticks, IV care, etc, Trustworthy, Dedicated, Passionate.

WORK EXPERIENCE

Office Secretary I

Knox County Schools - June 1975 - 2019

- Meet and greet staff, students, parents and visitors.
- Make sure that office was conducted in a professional manner.
- Answered telephone, took down confidential messages, assist administrators with typing different correspondences, scheduling appointments,.
- Input student attendance into computer on a daily basis.
- Over seeing substitute teachers in classroom.
- Showing and listening to others concerns such as the students, parents and staff and giving the best advice of the different situations.
- Made sure that the front office was welcome friendly environment.

Office Secretary

ABC Corporation - 1974 - 1975

- GHD) Global Engineering Environment Doha, Qatar Period from August, 2004 to September, 2005.
- Job Title Office Secretary Responsibilities Document Controller in charge of handling material Documentation which has to be approved by the consultants.
- Establishing channels of communications between the contractor and subcontractors.
- Logging and registering all construction Materials into main database for inspection by project consultants.
- Maintaining correspondence with Building and Engineering Department on timely manner.
- Preparing Minutes of meeting on weekly basis.
- Preparing and documenting project progress report..

EDUCATION

Associate in Business/Education - 1977(Morristown College - Morristown, TN)