ROBERT SMITH

**District Office Secretary**

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**SUMMARY**

Reliable and friendly in any work environment. I quickly learns and masters new concepts and skills. Passionate about helping customers and creating a satisfying shopping experience. Upbeat and flexible cashier with 2 years experience in retail sales. Driven and results­focused professional seeking a customer service position in a fast­paced retail environment.

**CORE COMPETENCIES**

Microsoft Office.

**PROFESSIONAL EXPERIENCE**

# District Office Secretary

**ABC Corporation ­ August 2015 – February 2016**

**Key Deliverables:**

* Designed electronic file systems and maintained electronic and paper files.
* Maintained the front desk and reception area in a neat and organized fashion.
* Planned meetings and prepared conference rooms.
* Dispersed incoming mail to correct recipients throughout the office.
* Made copies, sent faxes and handled all incoming and outgoing correspondence.
* Posted open positions on company and social media websites.
* Organized files, developed spreadsheets, faxed reports and scanned documents.

# Office Secretary

**Elk Lick Service Station ­ 2014 – 2015**

**Key Deliverables:**

* Duties Secretarial duties including payroll, fielding phone calls, taking detailed messages, scheduling appointments, establishing and updating daily work logs, and updating inventory.
* Create and update repair work orders.
* Create estimates for work orders.
* Search internet for parts.
* Assist mechanical technicians with part information and ordering parts via phone, internet, and e­mail.
* Communicate with customers and vendors via phone, text and e­mail.
* Communicate with staff and vendors for towing and motorist assist calls..

**EDUCATION**

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