

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 results-focused professional seeking a customer service position in a fast-paced 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 e-mail.
- Communicate with customers and vendors via phone, text and e-mail.
- Communicate with staff and vendors for towing and motorist assist calls..

EDUCATION

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