

# ROBERT SMITH

## Front Office Secretary

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### SUMMARY

Highly-motivated professional with experience in the legal, medical and food industry. I have Exceptional level of versatility gained from a wide array of responsibility and progressive authority in each of the fields I have worked in. Outstanding people skills, proficient computer abilities, with proven expertise in prioritizing and multi-tasking several projects simultaneously.

### SKILLS

Receptionist, Office Administration, General Office.

### WORK EXPERIENCE

#### Front Office Secretary

ABC Corporation - April 2002 – May 2013

- Front office receptionist, first point of contact.
- Operated various office machines including, multi-line telephone system, personal computer, typewriter, adding machine, photocopier and fax.
- Issued and collected various forms, including annual membership, grievance, and request for legal assistance.
- Maintained membership database with speed and accuracy.
- Maintained file room and record retention schedule.
- Processed both incoming and outgoing mail.
- Planned logistics for and executed social events and monthly meetings for membership.

#### Office Secretary

ABC Corporation - 1999 – 2002

- 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..

### SCHOLASTICS

- Business Office Administration Skills - (Computer Training Academy)