

Robert Smith

Office Secretary II

PERSONAL STATEMENT

A competent self-starter with a multitude of experience seeking a challenging and rewarding position that will utilize my training, experience and maximize my potential. An ideal position should allow for my professional and personal growth.

WORK EXPERIENCE

Office Secretary II

Burrells Early Learning Center - August 2008 - 2019

Responsibilities:

- Answer telephones and give appropriate information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their need Maintain scheduling and event calendars.
- Schedule and confirm appointments for supervisors Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Provide superior customer services to customers, such as account information Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Pre School Teacher Facilitates learning for core academic subjects (language arts, math, science, social studies and writing) using exploration, manipulative and hands on activities.

Office Secretary

ABC Corporation - 2004 - 2008

Responsibilities:

- Office secretary, Assistant to Sales Manager, answered multi phone lines, emails, scans, faxed, and daily filing.
- Opened daily mail, ordered office supplies.
- Responsible for keeping track of purchase orders of steel and making sure the delivery of products went out on time to customers.
- AAS steel, had a major lay off in November and I was Laid off from my job.
- I kept the sales men/ women organized and help with multiple paper work on purchase orders and followed thru with customers.
- Skills Used All office skills were used.
- Computer, word, phones, typing, filing, data entry of orders, etc.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Customer Service, Multi
Tasking, Microsoft
Programs,.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Associate in Pre Nursing - 2010(Florida State College at Jacksonville - Jacksonville, FL)