**Office Secretary III**

ROBERT SMITH

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Alabama

# Objective

Management responsibilities, cash handling, customer service, inventory control, ordering, and food handling. Also have experience working in an office filing papers, answering phones, data entry and bill collections. I enjoy working in a fast paced environment, using my mind, and learning new things.

# Skills

RELEVANT SKILLS: Computer literate. General administrative.

# Work Experience

## Office Secretary III

**ABC Corporation** ­ April 2014 – August 2014

* Identified inefficiencies and made recommendations for process improvements.
* Managed the receptionist area, including greeting visitors and responding to telephone and in­ person requests for information.
* Ordered and distributed office supplies while adhering to a fixed office budget.
* Server in the dining hall for Bell Trace Retirement Home.
* Supported lunch and dinner service for senior facilities for 40+ customers with wide variety of dietary limitations and allergy restrictions.
* Customer Relations Earned highest marks for customer satisfaction.
* Developed long­term relationships with customers which increased repeat business.

## Office Secretary

**ABC Corporation** ­ 2012 – 2014

* Answer telephones calls provide routine information, transfer calls to appropriate parties, and take messages.
* Prepare/ Record mail forms and other materials according to office produres, Extracts and assembles material from files and other sources for the supervisors review and use.
* Maintain mail & recruitment log, PEP(Performance Evaluation Program).
* Open, stamp, sort and distribute incoming mail and prepares material for outgoing mail.
* Copies and scan various materials.
* Categorize/ record PEPS (Performance Evaluation Program) Complete and mail job announcement letters, offer of employment letters.
* Develop announcement and offer of employment lists of candidates..

# Education

Associates Of Applied Science in Early Childhood Education ­ (Ivy Tech Community College ­ Bloomington, IN)