

Office Secretary III

ROBERT SMITH

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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 long-term 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 procedures, 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)