**SUMMARY**

Resourceful and accomplished Office Manager with extensive office operations and personnel organization expertise. Versatile worker offering administrative experience in both corporate and non­profit office environments.

**CORE COMPETENCIES**

Real Estate Agen, Office Management, Microsoft Office, Quickbooks, Accounts Payable, Payroll, Payroll Taxes, Sales Tax.

**PROFESSIONAL EXPERIENCE**

# Office Secretary/Personnel Secretary

## ABC Corporation ­ June 2006 – July 2007

**Key Deliverables:**

* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Complete forms in accordance with company procedures.
* Compose, type and distribute meeting notes routine correspondence and reports.
* Greet visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs.
* Mail newsletters, promotional material and other information.
* Maintain schedul­ ing and event calendars.
* Make copies of correspondence and other printed material.

# Office Secretary

## ABC Corporation ­ 2004 – 2006

**Key Deliverables:**

* Provided annual reports of work related activities.
* Ministered to the homeless as well as provided essential services.
* Developed worship folders for each Sunday service.
* Engaged in both inbound and outbound phone calls and coordinated related activities accordingly.
* Coordinated with all members to ensure all objectives were met.
* Modified and updated church website monthly.
* Changed Church billboard sign daily to reflect latest news and updates..

**EDUCATION**

Diploma ­ (Youngsville High School)