

# ROBERT SMITH

## Office Secretary/Personnel Secretary

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Resourceful and accomplished Office Manager with extensive office operations and personnel organization expertise. Versatile worker offering administrative experience in both corporate and non-profit 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 scheduling 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)

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