***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

**www.qwikresume.com**

***SKILLS***

Microsoft Office, Data Entry, Customer Service.

***LANGUAGES***

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

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***General Office Secretary***

# PERSONAL STATEMENT

Helping patients no matter what their situation is. I worked in Pediatrics for close to 10 years, so i have dealt with families with newborns,adolescents,and young adults.

# WORK EXPERIENCE

## General Office Secretary

### ABC Corporation - June 2006 – July 2007

*Responsibilities:*

* 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.

## Office Secretary

### ABC Corporation - 2001 – 2006

*Responsibilities:*

* Communicated with visitors, employees, and other individuals to answer questions or explain information.
* Compiled, copied, sorted and filed paperwork.
* Answered a telephone that had multiple lines, directed calls and took messages.
* Operated office machines, such as photocopiers and scanners, voice mail systems and a personal computer.
* Child Care Provide child care for families in the evening and on weekends.
* 2006-Present Interests/ Activities Writing, and was actually a journalist in my high school newspaper.
* Hot air ballooning.

**Education**

- August 2009(Florida Christian College - Kissimmee, FL)