

# 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)

### CONTACT DETAILS

1737 Marshville Road,  
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### 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)