**Secretary Resume Sample 1**

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**A. Summary**

Professional secretary experienced when it comes to different administrative tasks and operations. Over 3 years of experience in this field. Impressive organizational skills, mathematical and logical abilities, and a well-developed attention to detail. Ability to solve problems in a timely fashion, and to handle stress and difficult situations in a professional manner.

**B. Working Experience**

**November/2015 – Present – Vask InfoEdge – Jacksonville, Florida**

**Responsibilities:**

* Take dictation using pen and paper or keyboard;
* Process orders and requests;
* Welcome and greet visitors, clients, and employees;
* Operate different electronic mail systems and the Office Pack;
* Transcribe information;
* Distribute information to the right departments.

**Achievements:**

* Managed to create a pleasant working environment and a good first impression to people who came for an interview, and to prospective clients who were interested in partnering up with us.

**October/2013 – November/2015 – Florida Physicians Medical Group – Maitland, Florida**

**Responsibilities:**

* Handle visitors’ inquiries, and lead them to the appropriate departments and rooms;
* Research and learn about basic information in the field of medicine to handle the job tasks and responsibilities in a professional manner;
* Prioritize tasks so that the tight deadlines are met;
* Handle personal information with care, and keep the clients’ confidentiality at all times;
* Promptly answer emails and calls;
* Redirect calls to the right departments;
* Sort correspondence;
* Handle meetings and conferences in a timely fashion;
* Dress appropriately and have a polite, friendly attitude;
* Schedule and confirm appointments;
* Complete documents and forms in accordance with the company’s guidelines.

**Achievements:**

* Implemented a filing system that saves time and money;
* Contributed with new ideas regarding the internal communicator.

**C. Education and Academic Training**

Stanton College Preparatory School, 2012.

**D. Job Related Skills**

* Fast typing
* Capacity to learn new procedures while working in a fast paced environment
* Schedule appointments and meetings with clients and possible future employees
* Act as a liaison between the company, its employees, and clients
* In-depth knowledge of different clerical and administrative functions
* Fill out forms and reports based on the company’s policies and procedures
* Handle physical and computerize filing systems, and maintain an organized work place for the sake of the company and its staff
* Handle and coordinate meetings and conferences

**E. General Skills**

* Ability to prioritize
* Both a team player and capable of working by myself
* Offer prompt solutions and services