

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