Resume sample for secretary

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Professional Summary**

* An experienced secretary with a proven track record of successfully administering concurrent projects and meeting deadlines consistently and accurately.
* A strong administrative background cum excellent computer skills facilitates the provision of complete secretarial support.
* A self-motivated worker who is able to communicate effectively.
* Over 5 years working experience as a secretarial in a fast-paced working environment.
* Proficient in multiple computer applications with fast, accurate typing skills.
* Excellent organizational and planning skills utilized in providing full secretarial support.
* A conscientious worker who is always willing to go to the extra mile.
* A top performing secretary who is reliable.

**Work Experience**

Name of organization

Secretary 2003 to be present

* Prepare and organize paperwork and other materials as needed for meetings, conferences, travel arrangements and expenditure reports.
* Maintain office scheduling and event calendars.
* Compose type and distribute meeting agendas and minutes.
* Set up and handle a colossal amount of incoming email and office filing systems.
* Collected and coordinated the flow of internal and external information.
* Manage office equipment and office space.
* Established the organizational work procedures for tracking staff’s daily tasks.

**Education**

* Associate’s degree, including secretary training course.
* High school diploma

**Achievements**

* Learned to operate new office technologies as they were launched and implemented.
* Assumed responsibility of providing new employees with training.
* Promoted to supervisor of other secretarial/ clerical staff.