

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To obtain a position as a junior legal secretary, using commercial business knowledge, passion for customer service, and administrative assistant skills. Committed to a high degree of accuracy in both data entry and document processing with an eye for detail.

Experience

Secretary - Long Time Drivin' Long Haul Trucking, Los Angeles, CA

December 2022 – Present

- Maintained the CEO's and CFO's electronic and paper calendars by booking, scheduling, and following up on monthly meetings, arranging travel, and ensuring conference attendance.
- Reviewed staff meeting minutes and documents each week in preparation for the upcoming meeting, making changes and updating documentation where necessary.
- Drafted, composed, and revised all company letters, emails, and transcripts to maintain and uphold the company brand.
- Devised and organized all driver information in bespoke database software for maximum efficiency.
- Greeted and welcomed drivers and other contractors when they came to the head office or over the phone, answering questions and directing the rest to the appropriate department.

Driver Assistant - Long Time Drivin' Long Haul Trucking, Los Angeles, CA

August 2019 – November 2022

- Answered 8-line switchboard and directed calls to relevant drivers while maintaining low call and wait times.
- Assisted drivers with loading, organizing, and unloading their trucks at the dock, covering for drivers needing a break.
- Created spreadsheets, forms, and documents to assist drivers in their daily signing in and out, as well as devising filing and retrieval systems for completed documents.
- Ordered office supplies, maintained stock levels, and evaluated the useability of new products.
- Collected and tallied time cards that were then presented to the company accountant at the end of each pay period for input and payment.

Project Experience

- Entered and maintained data for 50+ long-haul drivers as part of the contractor database.
- Planned and organized an annual meeting for a 20-person conference.
- Developed three new supplier relationships from cold calls.

Education

Associate of Science Paralegal Studies - Abraham Lincoln University

2022

- GPA: LIST
- AWARD
- AWARD

High School Graduate - California High School

2018

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Meeting planning
- Documentation
- Organization and time management
- Client and customer relations
- Multi-line telephone system

Licenses & Accreditations

Licenses Licenses & Accreditations

- Member of Los Angeles County Secretarial Council (LACSC)
- Certified typist for 70 words per minute
- Certified for American Red Cross CPR/AED course