

NAME

TITLE

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

Profile

Experienced secretary with over ten years of experience in corporate-level administrative roles, known for exceptional organizational skills. Seeking to leverage my extensive experience, strong communication skills, and knowledge of advanced administrative tools in a challenging, fast-paced corporate environment.

Experience

Executive Assistant - Riverfront Financial Trusts & Loans/ Location

MONTH 2015 - 2023

- Managed executive schedules, coordinating meetings and travel arrangements.
- Prepared reports, presentations, and incoming/outgoing correspondence.
- Organized and maintained sensitive client records while ensuring confidentiality.
- Acted as liaison between executives, employees, and clients.
- Assisted in budget management and expense reporting.

Secretary - Riverfront Financial Trusts & Loans/ Location

MONTH 2008 – MONTH 2015

- Handled incoming calls, emails, and mail, promptly addressing all inquiries.
- Managed schedules, coordinated meetings, and organized calendars.
- Prepared and edited documents, reports, and presentations.
- Assisted with the organization and execution of company events, including vendor communication.
- Maintained the filing system for easy information retrieval.

Project Experience

- Coordinated logistics during a significant office relocation to ensure minimal disruption to operations.
- Assisted in space planning and setup of the new office to maximize efficiency.
- Managed communication among staff during the transition to minimize confusion and maintain productivity.

Education

Associate’s Degree in Applied Business in Office Administration - SCHOOL

MONTH 2008

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Expert-level knowledge of Microsoft Office Suite and project management software, including Asana and Basecamp
- Excellent verbal and communication
- Extensive experience with organization and time management
- Detail-oriented with high standards for deadlines and accuracy.
- Professionalism

Licenses & Accreditations

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- Microsoft Office Specialist (MOS) Expert Office 2019, Microsoft Learn
- Notary Public Certification (NPC), National Notary Association (NNA)