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|  | **[YOUR NAME]**  **Executive Secretary**  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com | | | | | | | | | | | | | | EducationDegree | Date Earned | School  * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text | | | | | | | | | | | | | |  | | |
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|  | Working in various departments has helped to understand the office politics, developing policies, implementing them and occasionally performing as an administrator. Advanced level planning skills with the ability to multi-task. Worked on confidential information and experience in handling security systems. Familiarity with administration tools and equipment such as the printer, scanner and the fax machine. Meeting new people every day helped to improve written and verbal communication skills. | | | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | |
|  | **Work Experience:**  **ABC Company May 2012 till present**  My key roles in this job are:   * Oversee the daily operations of the company. * Hire, coach and supervise the staff members. * To schedule meetings, appointments and maintain calendars for the staff. * To manage the confidential client information. * To coordinate workshops and trainings between the departments. * To order office supplies and equipment. * To research, hire and negotiate vendors for best prices and deals. * To monitor petty cash and handle the office equipment maintenance. * To market about job vacancies over different portals. * To implement effective hiring practices and discard any outdated practices.   **XYZ Company June 2013 to August 2015**  My key roles in this job were:   * To supervise a team of receptionists and administrative staff. * To handle all the mails and correspondence from clients, vendors and any stake holders. * To train staff in a way to achieve the executive goals. * To plan logistics for travel, events, meetings and conferences. * To create, maintain and document data base files and records for future reference. * To order, maintain and track use of office supplies. * To review and edit documents that need executive approval. * To prepare data and information for reporting purposes. * To receive visitors and attend to their needs. | | | | | | | | | | | | | | | | **Key Skills/Objectives:**  My key skills/ objectives are:   * To manage the operations of the company effectively. * To schedule important meetings and document them. * To provide administrative, secretarial and clerical support**.**   **Technical Skills:**   * Microsoft office * Oracle calendar * People management * Administrative skills   **Core Competencies:**   * Communication skills. * Time management * Interpersonal skills   **Reference:**  To be provided on demand. | | | | | | | | | | | | |  | | |
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