344 ELM STREET MADISON, SD 57042 # +1 (970) 333-3833 # christine.robinson@gmail.com

OFFICE SECRETARY

Christine Robinson

Summary

Results-oriented professional with successful experiencein Office Management, Correspondence Management, Business Operations, Administration, andCustomer Service. With a comprehensiveunderstanding of all aspects of administrative tasks and business operations, ableto perform effective service, supporting the utilization of industry best practices as well asdemonstrate outstanding work integrity and results.

Core skills and competencies

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| * Office Management * Customer Service * Inventory and Procurement * Relationship Management * Budgeting * Accounting * Reporting * Time and Task Management | * Organization * Negotiation * Multitasking * Critical Thinking * Creativity * Decision Making * Business Operations * Leadership and Team Management |

Experience

COMPANY2015-2020

**Office Secretary**

* Managed a vast amount of information while preparing invoices, proposals.
* Answered the multiline phone, managed all incoming faxes, and accurately delivered all incoming mail to the proper recipient.
* Performed basic bookkeeping data and filing and maintained order and functionality of the office.
* Sorted and filed documents to the corresponding client and maintained records in a management database system, including email.

SCHOOL 2010-2015

**General Office Secretary**

* Effectively coordinated and performed a range of staff as well as operational support activities for the school.
* Served as a liaison with other school departments and operating units in the resolution of daily administrative and operational problems.
* Provided administrative/secretarial support for the department/division such as answering calls, assisting visitors, and resolving and referring a range of administrative problems and inquiries.
* Operated personal computer to compose and edit correspondence and memoranda from dictation and verbal directions.

Education

UNIVERSITY, Washington, D.C. 2010

Bachelor of Business Administration

References

references available upon request