

# ROBERT SMITH

## Corporate Secretary/Representative

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Seeking employment in one of these Business Sectors: Manufacturing, Banking or related businesses. All former job positions were executed with excellence, outstanding service and the highest of work ethics.

## EXPERIENCE

### Corporate Secretary/Representative

#### Amarillo Natural Gas, Inc. - OCTOBER 2001 - 2019

- Ensure the efficient day-to-day operation of the office, and support the work of management and other staff.
- Answer general phone inquiries using a professional and courteous manner; direct phone inquiries and voicemail to the appropriate staff members.
- Reply to general information requests with accurate information; sort and prepare incoming mail, email, faxes, and courier deliveries.
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner.
- Computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Purchase, receive and store the office supplies ensuring that basic supplies are always available.
- Update and ensure the accuracy of the organizations databases. Use computer software to prepare invoices and financial statements.

### Corporate Secretary

#### ABC Corporation - 1998 - 2001

- 1) Prepared bids for U.S.
- Government construction contracts (2) Was responsible for account payable.
- (3) Responsible for issuing Payroll and payroll taxes payments.
- (4) Hired and trained office staff as needed and required.
- (5) Managed Heating and Cooling, and an insulation business which was a sub-division of Windsor & Myatt Mechanical Contractors (was my husbands business.
- (6) Reconciled monthly reports for the President of the company.
- (7) I was companys corporate treasury, and secretary..

## EDUCATION

- Ba in General Studies - 2001(West Texas A&M - Canyon, TX)



## SKILLS

Miscrosoft Office, Quickbooks.