

# Corporate Secretary

## ROBERT SMITH

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### Objective

The objective of this resume is to efficiently display work experiences, skills, and creativity while ensuring that prospective future employers understand that the tools possess will help business to recognize.

### Skills

Office Suite, Communication Skills.

### Work Experience

#### Corporate Secretary

**ABC Corporation** - March 2012 - March 2015

- Attend Managing Member meetings and advise on company issues.
- Review and edit Operating Agreement with member input included.
- Organize company records, create databases and filing systems.
- Respond to calls, letters, and emails from members.
- Review and advise on third-party contracts. Communicate with attorneys and CPAs re company needs.
- Attend Member Meetings, record meeting minutes, and mail out to members.
- Process emergency overdraws and salary draws for employees.

#### Corporate Secretary

**ABC Corporation** - 2011 - 2012

- Utilizing standard office equipment, to include Screening incoming calls, taking and transmitting messages; distributing mail, making photocopies; appointments and/or department activities; typing correspondences.
- Prepare and processes routine paperwork, forms, reports to assigned area of responsibility, ensuring completeness of accuracy of information; maintain related records.
- Respond to request for information, in person, via e-mail, and over the phone; answer routine questions and provide information; direct visitors to appropriate location.
- Prepare and/or enter a variety of information into applicable documents, spreadsheets, invoices, databases, log forms, utilizing establish guidelines and procedures.
- Exercise discretion, judgement, and maintain confidentiality and independence.
- Adhere and comply with company policies and procedures such as Procurement policies..
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Certificate in Nursing - (Austin Community College - Austin, TX)