

Objective

Outgoing professional with unique ability to relate to diverse clients. Committed to a high level of professionalism, patience and proficient in growing key customer relationships.

Skills

Military, Customer Service, Word perfect, Payroll.

Work Experience

Jr. Corporate Secretary

ABC Corporation - August 2008 – August 2010

- Responsible for unlocking and preparing office set up for the day.
- Greeting guests and customers, answering incoming calls and offering all visitors a hot or cold beverage.
- Assisted the business owners with day to day activities, scheduling appointments and preparing materials for conferences and meetings.
- Handling incoming and outgoing mail, preparing UPS and FedEx packages, purchasing office supplies and running occasional errands.
- Scheduling travel arrangements, flight, hotels, etc. Word and Excel, email correspondence, filing, faxing and making copies.
- Ability to show patience, kindness, and understanding to the customer.
- Solve a customers problem or connect them with the proper party.

Corporate Secretary

ABC Corporation - 2006 – 2008

- Supervisor Willie A.
- Walker 104 Anderson Ave.
- Phone 478-825-9096 Fort Valley, GA 31030 Processed incoming mail and prepared daily accounts receivable using Peachtree accounting software.
- Deposited daily receipts, monitored all business bank accounts.
- Created new client files with recurring and non-recurring correspondence, supervised the update and purging of paper and computer files, assisted clients with confidential file information, printed monthly statements and processed them for mailing.
- Created two brochures for customer education and information, published corporate minutes, maintained office equipment and supplies, developed, established and maintained an office procedures manual.
- UPS on-site manager, processed company packages as well as walk-in customers, Western Union manager, maintained the money order vault and make employee changes in the Western Union DOS computer, made daily wire transfers and money order transactions, highly trained in fraud and security awareness.

Education

Art, dance and general - 1980(Hinds Community College - Raymond, MS)