

ROBERT SMITH

Corporate Secretary/Co-ordinator

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Reliable and friendly, who quickly learns and accept new concepts and skills. Outgoing and detail-oriented, flexible with experience. Administrative experience in both corporate and non-profit office environments.

MAY 2001 - JULY 2004

CORPORATE SECRETARY/CO-ORDINATOR - ABC CORPORATION

- Manila, Philippines Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Maintained the front desk and reception area in a neat and organized fashion.
- Served as a central point of contact for all outside vendors needing to gain access to the building.
- Planned meetings and prepared conference rooms.
- Wrote reports and correspondence from dictation and handwritten notes.
- Dispersed incoming mail to correct recipients throughout the office.

1996 - 2001

CORPORATE SECRETARY - ABC CORPORATION

- Answered Two Multi-Touch Phone Systems.
- Assisted the President, VPs and Managers.
- Provided a Daily Break Down of Revenue per Location by Department and dispersed the information accordingly.
- Completed and Dispersed Warranties for Products Installed for Home Owners.
- Managed Company Gas Accounts Including Collecting All Receipts, Provided Spreadsheet to the VP, Provided Spreadsheets for Missing Receipts, etc.
- Filing, Data Entry Wrote Job Folders, Reviewed Sales Paperwork for Accuracy
- Secretarial Duties, Opened and Dispersed Mail Assisted in Processing Checks.
- Reviewed for Accuracy..

EDUCATION

Bachelor of Science in Management - June 1992(Columban College)

SKILLS

Basic Computer Skills, Data Entry.