

# Robert Smith

## Lead Corporate Secretary

### PERSONAL STATEMENT

Healthcare professional with experience planning, developing and implementing clinical, billing and administrative processes for both hospital and private practices.

### WORK EXPERIENCE

#### **Lead Corporate Secretary** **ABC Corporation - May 2001 - July 2004**

##### *Responsibilities:*

- Assisted with day to day operations, phone calls and customer service.
- Maintained bookkeeping accounts payable, receivables and performed payroll on a weekly basis.
- Assisted with the collection of data for upcoming projects to bid.
- Handled various aspects of complying with contracts. Ordered material and completed O&M manuals.
- Maintained full compliance with Federal, State, and Local business agencies.
- Responsible for selling our loans, as a correspondent, on the secondary market.
- Filing, answering phones, called customers in reference to underpaid or unpaid accounts.

#### **Corporate Secretary** **ABC Corporation - 1999 - 2001**

##### *Responsibilities:*

- 80601 (303) 659-7373 Prepared paperwork for permanent stock transfers for Farmers Reservoir and four associated small businesses.
- Included contact with shareholder(s), title companies, and attorneys from the initial through completion of the transfer.
- Also researched stock certificates for shareholders/cities and company attorney when requested.
- Maintained accurate shareholder records and set up annual meetings for each company.
- Maintained the General Filing System (paper and electronic).
- Ordered office supplies and provided back-up for the receptionist..
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

MA certificate in Medical - (Ross Medical Education Center - Lansing, MI)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Technical Skills, MS-Excel.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)