

Corporate Secretary

ROBERT SMITH

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Alabama.

Objective

Extensive experience in Healthcare Medical Records, Patient Services and A/R. Demonstrated ability to create new ideas to improve office efficiency and resolve problems.

Skills

Computer operation, Manual laborer, Painter, Customer service.

Work Experience

Corporate Secretary

ABC Corporation - June 2002 - March 2005

- Screened written and email correspondence, telephone calls and visitors to Schools Office to assure prompt response to needs.
- Served as liaison for a director to faculty and staff members; responded to inquiries, resolved problems when possible and schedule appointments.
- Recorded and transcribed correspondence, reported and documented from rough notes.
- Prepared correspondence for the directors signature and routine reports of administrative activities of the office.
- Coordinated and participated in administrative team meetings, recorded proceedings and distributed minutes to appropriate people.
- Transmitted meeting decisions and recommendations to faculty and staff as appropriate.
- Prepared purchase orders, reconciles American Express expenses.

Corporate Secretary

ABC Corporation - 2000 - 2002

- Meeting planning and logistics for entity Board of Directors and Committee meetings.
- Prepared and maintained the Board of Directors and Committee meeting minutes.
- Prepared meeting document production, assembly and disbursement to the Board and Committee members.
- Composed corporate consents and resolutions.
- Revised, updated and maintained company policies, procedures, bylaws and Committee charters.
- Reviewed, revised and maintained contract compliance for Vendor Contract Management.
- Maintained corporate entity information via internal corporate database..

Education

Education - October 2010(Liberty University - Lynchburg, VA)