



Liam Morgan

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example@example.com
<http://resumizer.com>

Objective

- Your info goes in place of these “dummy” lines. Get more help at Resumizer.com

Skills

- Organize schedules
- Set up meetings

Experience

ABC Land Corporation
Secretary

Modesto, CA
Nov 2010 - Present

- Answer the telephone, take messages
- Word processing

Action Advance Specialists
Secretary

San Jose, Ca
May 1997 - June 2006

- Take dictation
- Arrange schedule and meetings

Education

Upper Business University
Bachelors of Business

Salinas, Ca
May 1997

- Scheduling 2
- Add more things

A+ Business College
Associates of Business

Santa Cruz, Ca
May 1995

- Scheduling 1
- Word Processing

Get more help and templates @ <http://resumizer.com>

Awards

- Great Grades Award, Aug 1996
- Over
Achiever
Award,
June
1996