

Jane Smith

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Professional Summary

Detail-oriented and organized secretary with over 5 years of experience supporting senior executives and office operations. Proficient in managing administrative tasks, handling confidential information, and coordinating meetings. Excellent communication skills and a proven ability to streamline office procedures for maximum efficiency.

Skills

- Office management and administrative support
 - Strong written and verbal communication
 - Scheduling and calendar management
 - Meeting and event coordination
 - Document preparation and file management
 - Proficiency in MS Office Suite (Word, Excel, PowerPoint)
 - Data entry and database management
 - Time management and multitasking
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Professional Experience**Executive Secretary**

ABC Corporation, Quezon City, Philippines

June 2019 – Present

- Managed calendars and scheduled appointments for executives, ensuring efficient time management.
- Prepared meeting agendas, minutes, and presentations for executive-level meetings.
- Handled confidential documents and communications with discretion.
- Coordinated travel arrangements, including flights, accommodations, and itineraries.
- Assisted in organizing company events, workshops, and seminars.

Administrative Assistant

XYZ Solutions, Makati City, Philippines

April 2016 – May 2019

- Provided administrative support to the office, handling incoming calls, emails, and correspondence.
 - Maintained office supplies and equipment, ensuring the office ran smoothly.
 - Assisted with bookkeeping tasks, including invoicing and expense reports.
 - Organized and maintained electronic and paper filing systems.
 - Supported HR with onboarding new employees and maintaining personnel records.
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Education**Bachelor of Science in Business Administration**

San Jose Del Monte University, Bulacan, Philippines

Graduated: 2016

Certifications

- Office Administration Specialist Certificate – Philippines Business Institute (2017)
- Time Management and Organizational Skills Workshop – Professional Development Center (2018)