

MARY JONES
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Any City, State 55555

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A dependable executive secretary who has a proven track record in administrative and secretarial support.

- Initiated an on-site library for employees that resulted in cost savings, improved convenience, personal and professional enrichment and reduced stress.
- Created a new filing system that increased the efficiency of the entire Operations Department.
- Created and consolidated a File Reference Book for 20 separate projects into one file system. This improved efficiency and organization, provided easier access and established better guidelines.
- Initiated company-wide use of laser printer labels to replace manually typed labels; improved the label quality, eliminating costly errors and saving time.

A self-directed and detail-oriented professional with excellent communication, organizational and planning skills.

EXPERIENCE

Los Angeles Company, Los Angeles, California 2006-Present

Secretary

Worked at senior management level in various departments, including the Human Resources, Legal, Engineering and Vice Presidents' and President's Offices. Filled in for executive secretaries during absences.

- Responsible for making travel arrangements, gathering data and publishing weekly travel itineraries for senior management.
- Relieved the receptionist on the switchboard and set up file systems.

L.A. Associates, Inc., Los Angeles, California 2002-2006

Secretary to the Audit Specialist

Duties included typing heavy correspondence, answering incoming calls, data entry, filing, travel arrangements, payroll and research work. Was in charge of Federal Express and incoming and outgoing mail.

L.A. Services, Los Angeles, California 1998-2002

Secretary/Receptionist

Responsible for answering up to 20 phone lines, data entry, testing and interviewing applicants, expediting applications, filing, typing, filling temporary positions and other general office duties.

L.A. Food Company, Los Angeles, California 1995-1998

Receptionist

Responsible for heavy phone activity, screening calls, typing correspondence, preparing files, filing, preparing brochures for mailing and taking phone orders. Managed office supply room, Federal Express, UPS, incoming and outgoing mail and mail distribution.

- Served as hostess to international guests.

EDUCATION

Los Angeles High School, Los Angeles, California

High School Diploma

SKILLS

Knowledgeable of Word Perfect 5.2, Lotus 2.0 and Word Perfect for Windows.

Typing: 50 words per minute

Ten key by touch