
Church Administrative Secretary Resume

Job Objective

Seeking a motivating and challenging position as a Church Administrative Secretary in a reputation organization.

Highlights of Qualifications:

- Highly experienced in church office administration, recordkeeping and customer service delivery
 - Profound knowledge of telephone etiquette and handling of correspondence
 - Outstanding knowledge of Windows OS, MS Office software and proprietary database
 - Familiarity with operation and maintenance of general office equipments
 - Ability to manage and complete multiple assignments, on time
 - Ability to work with and maintain confidential data, efficiently
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Professional Experience:

Church Administrative Secretary
First Baptist Church, Chippewa Falls, WI
August 2012 – Present

Responsibilities:

- Screened and responded to incoming calls, in a prompt and professional manner.
- Welcomed and interacted with walk-in clients and visitors, in a polite and helpful manner.
- Scheduled and coordinated all church events and office meetings.
- Prepared work-related reports and assisted in management of church office.
- Utilized and maintained all recordkeeping systems of the church office.
- Received, sorted, and delivered incoming mail to intended recipients, properly.

Church Administrative Secretary
All Saints Catholic Church, Chippewa Falls, WI
May 2009 – July 2012

Responsibilities:

- Answered incoming phone calls and interacted with visitors, in a helpful and polite manner.
 - Processed and distributed all incoming and outgoing official correspondence to intended recipients.
 - Created and delivered various church bulletins and work-related reports.
 - Scheduled and coordinated church staff meetings and conferences, efficiently.
 - Developed and maintained strong professional relationships with pastors, church staff, and volunteers.
 - Interpreted and followed established regulations and directives, as applicable.
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Education:

Bachelor's Degree in Public Relations
Drake University, Des Moines, IA

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