
City Secretary Resume

Job Objective

Seeking work as a City Secretary.

Highlights of Qualifications:

- Extensive experience of executing and managing secretarial and administrative tasks of City office
 - Sound knowledge of accounting principles, documentation process and records management practices
 - Commendable knowledge of City Charter, ordinances, and government codes
 - Proficient in using Microsoft Office, computers, copiers, scanners and fax machines
 - Ability to protect confidentiality of sensitive data and discreet information
 - Ability to communicate with all types of individuals in a professional manner
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Professional Experience:

City Secretary
City of Windcrest – San Antonio, TX
August 2012 – Present

Responsibilities:

- Prepared and maintained the calendar of office events and personnel appointments.
- Scheduled all staff and council meetings and prepared meeting agendas and minutes.
- Created, implemented, and monitored overall budgets of city council departments.
- Processed and distributed office correspondence and legal notices to correct departments.
- Developed and maintained positive relationships with city officials, staff, public, and media agencies.
- Interpreted and complied with government laws and City ordinances and policies.

City Secretary
City of College Station – College Station, TX
May 2009 – July 2012

Responsibilities:

- Handled and answered phone queries regarding operations of city office.
 - Participated in City Council meetings and noted down accurate meeting minutes.
 - Reviewed, organized, and maintained proper and correct official City records.
 - Followed City election law and conducted city elections, accordingly.
 - Handled, processed, and reconciled all accounts payable and general ledgers of City Office.
 - Assisted in preparation of City office budget and performed office administrative activities.
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Education:

Bachelor's Degree in Journalism
Pikeville College, Pikeville, KY

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