
Club Secretary Resume

Job Objective

To use my abilities and training as a Club Secretary to help growing company meet or exceed overall goals while also enhancing my career.

Highlights of Qualifications:

- Substantial experience of performing office management, recordkeeping and accounting tasks of club
 - In-depth knowledge of administrative controls and their implementation and club's website management
 - Remarkable knowledge of use of Microsoft Office and accounting systems
 - Familiarity with assigning work to junior staff and conducting performance assessment
 - Ability to interact with club staff, members, and community groups, in a courteous manner
 - Ability to attend and participated in external events on behalf of the club
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Professional Experience:

Club Secretary
Lee College, Albertville, AL
August 2012 – Present

Responsibilities:

- Responded to and directed incoming phone calls to appropriate departments.
 - Sorted and delivered office mails to intended recipients, accurately.
 - Monitored and updated club website, in an efficient manner.
 - Completed and filed all club paperwork, on a daily basis.
 - Employed new club workers and handled staff-scheduling activities.
 - Maintained club premises and assisted in inventory management of office supplies.
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Club Secretary
University of Rochester, Albertville, AL
May 2009 – July 2012

Responsibilities:

- Oversaw all operations of club office and prepared budget of the club.
 - Arranged and attended club meetings and took accurate notes.
 - Managed promotional events of the club and oversaw distribution of advertising materials.
 - Prepared and maintained correct and current records of club activities, members, and financial information.
 - Used and maintained club office machinery, facilities, and membership database.
 - Interpreted and complied with Performing Rights, Data Protection, and barlicensing requirements.
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Education:

Bachelor's Degree in Accounting
Capital University, Columbus, OH

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