
Confidential Administrative Secretary Resume

Job Objective

Qualified Confidential Administrative Secretary seeking the chance to fill position with organization that will make use of my training to aid in the growth of company and my career.

Highlights of Qualifications:

- Highly experienced in office administration and recordkeeping of confidential files
 - Profound knowledge of office practices, equipments, and clerical tasks
 - Outstanding knowledge of organizational policies and procedures
 - Proficient in using Microsoft software programs, computers, and filing systems
 - Ability to author, interpret and file a variety of legal documents
 - Ability to communicate with staff, clients, and other employees of the organization, in a diplomatic manner
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Professional Experience:

Confidential Administrative Secretary
Westar Energy, Kansas City, MO
August 2012 – Present

Responsibilities:

- Handled phone calls and interacted with office visitors, in a courteous manner.
- Arranged department meetings and maintained event calendar, daily.
- Prepared and delivered official emails, memos and letters to appropriate personnel.
- Prepared budget and updated policy of the department, in an efficient manner.
- Composed and maintained a variety of confidential and non-confidential reports and records.
- Ordered, procured, and replenished all office supplies, to prevent shortage of stock.

Confidential Administrative Secretary
Selective Insurance Group, Kansas City, MO
May 2009 – July 2012

Responsibilities:

- Organized, scheduled, and coordinated office meetings and conferences.
 - Handled incoming phone calls and coordinated webinars for the department staff.
 - Created, proofread, and maintained various legal documents and letters.
 - Protected all files and records with sensitive data and maintained their confidentiality.
 - Developed and managed the overall office budget, in an efficient manner.
 - Ordered and organized all office supplies and maintained their inventory level.
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Education:

Bachelor's Degree in Business Administration
Edinboro University, Edinboro, PA

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