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## Confidential Secretary Resume

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### Job Objective

Career-minded Confidential Secretary in search of position with company where my skills and abilities can be used to their fullest potential.

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### Highlights of Qualifications:

- Substantial experience of confidential secretarial, administrative and clerical tasks in an office setting
  - In-depth knowledge of office practices and public relations activities
  - Remarkable knowledge of company hierarchy and departmental procedures
  - Proficient in using Microsoft Office, database, and modern office equipments
  - Ability to protect confidentiality of sensitive company and departmental information
  - Ability to deal with various clients and employees of the organization, in a diplomatic manner
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### Professional Experience:

Confidential Secretary  
Catskill Regional Medical Center, Harris, NY  
August 2012 – Present

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### Responsibilities:

- Responded to incoming phone calls and interacted with office visitors, promptly and politely.
  - Prepared and provided official correspondence, contracts, and reports, as required.
  - Gathered, analyzed, filed, and managed all confidential and non-confidential data.
  - Organized, scheduled, and coordinated in-house and external meetings.
  - Utilized and maintained the filing systems and Information Management Systems.
  - Built and maintained strong business relationships with attorneys, vendors, and financial institutions.
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Confidential Secretary  
Harrison Medical Center, Helena, MT  
May 2009 – July 2012

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### Responsibilities:

- Developed and maintained meeting schedules, appointment calendar and travel itineraries.
  - Drafted and delivered official correspondence, legal documents, and memos, properly.
  - Created and submitted all work related reports, as requested and on time.
  - Updated and maintained the filing system of the office, in an efficient manner.
  - Interpreted and complied with all applicable organization procedures and policies.
  - Interacted and worked with colleagues, management, and other personnel of the organization, in a positive manner.
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### Education:

Bachelor's Degree in Business Administration  
Bryan College, Dayton, TN

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