
Construction Secretary Resume

Job Objective

Hard-working and dedicated Construction Secretary seeking full-time position with reputable company.

Highlights of Qualifications:

- Extensive experience of construction office administration and clerical activities
 - Sound knowledge of construction industry practices and applicable regulations
 - Commendable knowledge of documentation procedures, customer service tactics and phone etiquette
 - Proficient in using Microsoft Office software and construction hardware
 - Ability to handle and complete all assigned tasks, in a timely manner
 - Ability to operate a variety of office equipments like copier, computer and fax machine
-

Professional Experience:

Construction Secretary
Waukesha Pearce Industries, Bigfork, MT
August 2012 – Present

Responsibilities:

- Screened and responded to all incoming telephone calls, in a professional manner.
- Scheduled and attended project and departmental meetings and prepared meeting minutes.
- Drafted and presented construction project bids and client-specific proposals.
- Updated and maintained construction project plans and related files.
- Prepared and documented vendor contracts, third party agreements, and purchase orders.
- Developed and maintained profitable relationships with architects, landowners, and subcontractors.

Construction Secretary
Federal Constructors Inc., Bigfork, MT
May 2009 – July 2012

Responsibilities:

- Interacted with calls and visitors and directed them to appropriate personnel.
 - Handled and distributed incoming and outgoing office letters, emails, and memos, as required.
 - Organized and scheduled all meetings and conferences of the department.
 - Created, monitored, and updated project expenditure records and budget reports.
 - Updated and maintained all construction-based systems and website with latest information.
 - Built and maintained positive working relationships with Construction staff, QA/QC teams, and subcontractors.
-

Education:

Bachelor's Degree in Construction Management
Cypress College, Cypress, CA

[Build your Resume Now](#)