
Deputy Secretary Resume

Job Objective

A well organized Deputy Secretary seeking a job in your company.

Highlights of Qualifications:

- Extensive experience of providing administrative support, secretarial services and financial guidance to the department
 - Sound knowledge of strategic and business planning tools and procedures
 - Commendable knowledge of budget and financial planning and management principles and practices
 - Familiarity with core corporate values and project evaluation frameworks
 - Ability to interact with senior company officials, government personnel, and legal counsel, diplomatically
 - Ability to hire, train and manage highly efficient and productive workforce
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Professional Experience:

Deputy Secretary
Mitre Corporation, Cleveland, OH
August 2012 – Present

Responsibilities:

- Managed and coordinated department operations and human resource issues.
- Developed department budget and assisted with maintenance of office inventory.
- Prepared enterprise-wide strategic plan, and assisted with change management process.
- Created and delivered training materials and educational documents for the office staff.
- Supported and assisted attorneys with handling of litigations and legal issues of company.
- Interacted with all stakeholders of the company and resolved their company-related issues, successfully.

Deputy Secretary
SAIC, Cleveland, OH
May 2009 – July 2012

Responsibilities:

- Organized, coordinated, and attended all department and staff meetings.
 - Created, implemented, and maintained enterprise-level strategies and audit plans.
 - Identified and obtained new business opportunities, to ensure growth of the company.
 - Oversaw department operations and maintained highest level of corporate standards.
 - Interpreted and complied with government and organization's regulations and policies, as applicable.
 - Developed and maintained positive relationships with senior management and government officials.
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Education:

Bachelor's Degree in Liberal Studies
Scripps College, Claremont, CA

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