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## Secretary Receptionist Resume

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### Job Objective

Dependable and dedicated worker searching for a well-established company in which to fill the position of Secretary Receptionist.

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### Summary of Qualifications:

- Remarkable secretarial experience and administrative experience in a corporate environment
  - Familiarity with office practices and procedures
  - Outstanding knowledge of office administration
  - Good understanding of organizational rules, regulations, procedures and functions
  - Ability to use multi-line phone system to answer and route calls
  - Skilled at using word processor, spreadsheets, database software, e-mail, and web browser
  - Proficiency in handling various office equipment such as computers and copiers
  - Excellent negotiating and organization skills
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### Work Experience:

Secretary Receptionist, August 2005 – Present  
Paramount Staffing, LLC, San Antonio, TX

- Performed all duties of a receptionist such as greeting visitors, answering the phone and maintaining the necessary files.
- Coordinated with the coordinator and director to develop and implement the new projects.
- Maintained a log of the deliveries to be tracked down easily.
- Prepared mailing list to be sent to the Volunteer Office.

Secretary Receptionist, May 2000 – July 2005  
Kiewit Corporation, San Antonio, TX

- Monitored and reviewed all the voice mail messages and forwarded it accordingly.
  - Scheduled the meetings for the new clients.
  - Administered the filing of the document on an everyday basis.
  - Managed the mailing of letters by putting the correct postage stamp and labeling the envelopes.
  - Streamlined all the outgoing mail to the mail box.
  - Assisted the staff in making the necessary phone calls to the staff.
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### Education:

Associate Degree in Business Management, Manchester Community College, Manchester, CT

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