

Jane Doe

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PROFESSIONAL SUMMARY

Detail-oriented and organized Secretary with 5+ years of experience providing administrative support to executive staff and managing office operations with efficiency and discretion.

SKILLS

Calendar and Schedule Management
Document Preparation & Filing
Meeting Coordination
Travel Arrangements
Data Entry & Record Keeping
Microsoft Office Suite
Professional Communication

PROFESSIONAL EXPERIENCE

Secretary Springfield Department of Commerce, Springfield, State	2019 – Present
Managed schedules and appointments for executive team of 6+ professionals.	
Coordinated travel arrangements and organized logistics for meetings and conferences.	
Maintained confidential files and performed data entry with high accuracy.	
Answered and screened calls and correspondence efficiently.	
Administrative Assistant Sunshine Medical Clinic, Springfield, State	2016 – 2019
Assisted physicians and nurses with administrative tasks and patient records.	
Organized meetings and managed supply inventory for the office.	
Acted as a liaison between patients and medical staff for scheduling and information.	

EDUCATION

Associate's Degree in Office Administration Springfield Community College, Springfield, State	2016
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CERTIFICATIONS

Certified Administrative Professional (CAP) – 2018