

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	<i>2019 – Present</i>
Springfield Department of Commerce, Springfield, State	
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	<i>2016 – 2019</i>
Sunshine Medical Clinic, Springfield, State	
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

Associateâ€™s Degree in Office Administration	<i>2016</i>
Springfield Community College, Springfield, State	

CERTIFICATIONS

Certified Administrative Professional (CAP) – 2018