**KENNETH J. OWEN**

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contact@example.com, (012) 345-6789

**OBJECTIVES**

Looking for the position of Secretary where my computer skills, organizational abilities and communication skills will help the organization prosper.

**SKILLS**

* Receiving and routing the phone to correct people.
* Answering queries of the callers about general information related to the organization.
* Sorting mails and sending them to appropriate departments.
* Note down the minutes and later types them down as digital document.
* Maintaining materials such as forms, vouchers, manuscripts, reports, correspondence in proper formats with accuracy.
* Understanding of the office procedures and practices.
* Skilled in preparing reports and letters for correspondence.
* Adept at operating various office machines such as Xerox and Copiers.
* Type speed of 55 WPM.

**PERSONAL ATTRIBUTES**

* High accuracy levels.
* Capability to maintain confidentiality.
* Time management and planning tasks.
* Tolerant to stress and huge workloads.
* Amicable personality matching customer service requirements.

**PROFESSIONAL EXPERIENCE**

**Gainor Staffing - Manhattan, New York**

**(2010-Present)**

*Secretary*

* Processing word and providing other office technology support to the organization.
* Composing, typing, proofreading and later distributing memorandums, reports, spreadsheets, presentations, routine letters and other materials for correspondence.
* Scheduling and arranging for travel of 350 people within the department.
* Creating a calendar and keeping track of the appointments for Executives.

**Horizon Blue Shield – New York City, New York**

**(2007-2010)**

*Secretary*

* Implemented many office administrative processes, policies and programs.
* Maintained the appointment calendar for senior executives.
* Scheduled desired meetings for the executives.
* Determined the correct course of action for the incoming correspondence such as visitors, phone calls and mail.

**EDUCATION**

Bachelor of Arts in Creative Writing from New York University

Date:

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Signature of Kenneth J. Owen