

英文简历模板(适合秘书求职使用) PDF转换可能丢失图片或格式, 建议阅读原文

https://www.100test.com/kao_ti2020/131/2021_2022__E8_8B_B1_E6_96_87_E7_AE_80_E5_c96_131875.htm SECRETARY

(SENIOR) Sandy Lin 15/F,TOWER2 ,BRIGHT

CHINA,BUILDING1,BEIJING. OBJECTIVE To contribute

acquired administrative skills to a senior secretary/word processor

position. SUMMARY OF QUALIFICATIONS *More than 13 years administrative/clerical experience. type 90 wpm.

*Self-motivated.able to set effective priorities and implement decisions to achieve immediate and long-term goals and meet operational deadlines.

*Proven communication abilities,both oral and written. PROFESSIONAL EXPERIENCE

1、 1988-Present CALDYNE ASSOCIATES,Providence,RI Secretary Process

technical reports,engineering specs,and traffic studies utilizing Multi-mate WP.Type all requisite documents for staff of 30

professionals.Arrange meetings,handle incoming calls.Expedite UPS

mailings,Federal Express,faxing and courier services.Type statistical charts,manuscripts,correspondence,and minutes.Order

supplies,coordinate daily meetings,arrange luncheons,and

administer labor cards. 2、 1984-1988 BRISTOL BANK,Bristol,CT

Secretary/Receptionist Utilized call director,typed reports,letters,and

expense sheets.Reserved conference rooms,order supplies.Responsible for calligraphy assignments. 3、 1981-1984

SARGENT AGENCY,Hamden,CT Secretary Assigned to school of

public health.Managed typing of medical charts used in textbooks

for government funded medical program in Iran. EDUCATION

POLLACK SECRETARIAL SCHOOL, Jackson, TN 1979

COMPUTER SKILLS DOS, Microsoft Word, IBM

Compatible, Lotus 1-2-3 Separate category for computer experience

calls attention to candidate ' s technical knowledge. Education is

applicable to candidate ' s job objective and adds weight to resume.

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