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https://www.100test.com/kao_ti2020/131/2021_2022__E4_B8_AD_E5_BC_8F_E8_8B_B1_E6_c96_131902.htm A Resume Of Junjun

Du 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 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. 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. 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 PERSONAL DATA Name : Junjun Du

Gender : Female Born : April 23, 19xx Marital Status : Married,

one child Phone : (156) 562-7895 E-mail : dujunjun@jxue.com

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