

地道英文简历：25年秘书经验人应聘 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__E5_9C_B0_E9_81_93_E8_8B_B1_E6_c96_131908.htm JANET T.

MONOHAN226 Sunnyway Lane Princeton, Nj

14562(609)123-4567 QUALIFICATIONS: - Over 25 years

secretarial/administrative experience. - Skills : Typing (65 wpm),

Dictaphone. Multi-line Phones/Switchboard, Ten key (110 kspm)

Digital DECmate computer, bookkeeping, credit checks, statistical

typing. Extensive business experience including accounting firms,

legal firms, financial firms, insurance companies, transportation

companies, medical environments, government agencies and

non-profit groups. Offer common sense, ability to take initiative,

quality orientation and the ability to see a job thorough. Outstanding

communications skills... Extremely hardworking and dedicated.

EMPLOYMENT: MARSTON CONVENT, Laramie, WY,

1988-Present Receptionist - Answer phone, greet visitors and

provide information, tours, and literature. Record and monitor

thank-you notes for all received donations. Perform light typing,

filling, and word processing. WYOMING PUBLIC

TELEVISION, Laramie, WY, 1987-1988 Telemarketer - Solicit

donations. Monitored the ordering of informative

pamphlets, placards, buttons, tee-shirts, etc. RINALDO

RANCH, Laramie, WY, 1983-1988 Secretary - Provided word

processing, customer relations, some accounts payable processing.

Implemented new system for check processing, increased prompt

payment of client bills. WOMANPOWER INC.,Laramie,WY,
1975-1983 Secretary Acted as liaison between public and CEO.
STATE HEALTH COALITION,Laramie,WY,1965-75 Statistical
Typist - Prepared health record documentation of infectious disease
patients at State hospital.Managed training of new hires.
EDUCATION: TRAINING,INC.,Boston,MA,1965 An office
careers training program in bookkeeping, typing,reception, word
processing, and office procedures. ST.JOSEPH ' S
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