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| sg **Objective** Goal-oriented secretary with 7+ years of experience working for multiple reputable organizations. Excellent communication, project management, and organizational skills. Introduced a more effective time management method, increasing office efficiency by 15%. Attained the executive secretary position in 2015. **Skills**  MS Office Suite, Filmmaker Pro, SAP Workplace and Anaqua|Calendar management and meeting booking systems|Proficiency in the English language|Effective communication|Professional and courteous|Interpersonal skills **certifications** | |  | | --- | | **Sarah Golden**Secretary | s.golden00@gmail.com |  **Experience**Legal Secretary - 2017 – Current - Gurewitz Law Firm, Portland, ME  * Maintained confidentiality of sensitive corporate documents and resources * Streamlined the administrative correspondence handling process, thereby producing a 25% efficiency increase Prepared weekly reports for the firm’s shareholders  Secretary **-** 2015 – 2017- Yukino Insurance Group, Portland, ME  * Transcribed, recorded, and distributed minutes of frequent meetings * Answered and rerouted screened phone calls to the correct departments via a multi-line system * Monitored the inventory of office equipment and supplies and ordered new stationers monthly * Completed administrative duties including photocopying and filing while attending to visitors and answering questions  **education** **Secretarial Science, 2013 – 2015**  Bean College – Rockport, ME  **High School Diploma, 2008 – 2013**  Camden Hills High – Rockport, M **hobbies and interests**  Volunteered to read stories to children at the library on Saturdays Bilingual; developed interest in other cultures and their languages |

MOS Expert, Microsoft Office

Certification – 2011