

OLIVIA CAMPOS

Secretary

✉ olcamp123@email.com

☎ (123) 456-7890

📍 San Diego, CA

🌐 [LinkedIn](#)

EDUCATION

High school diploma

Westview High

📅 2006 - 2010

📍 San Diego, CA

SKILLS

- Teamwork
- Organized
- Compassionate
- Critical Thinking
- Adaptable
- Verbal Communication

CAREER SUMMARY

Efficient and competent individual with 10+ years of experience serving as a liaison for executives, clients, investors, and partners. Looking for a secretary position within a company like CorTech that requires high-skill and strong communication in a fast-paced environment.

WORK EXPERIENCE

Secretary

Northrop Grumman

📅 2016 - current 📍 San Diego, CA

- Copied and scanned over 75 items per day and repaired copy machine as needed to save the company over \$2k in maintenance and repair costs
- Scheduled 18+ appointments by telephone per day, providing reminders by email 48 hours in advance
- Typed memorandums and emails 16+ times per week, entered client and guest information into the database, and organized files, shredding sensitive files weekly
- Fielded incoming telephone calls, directing clients to appropriate departments across 4 lines

Secretary

Park Avenue Partners

📅 2012 - 2016 📍 San Diego, CA

- Organized 6-8 meetings each week for employees and partners of the company, coordinating schedules, typing agendas, and assembling notes for meetings
- Interacted with partners and investors upon arrival, reducing wait times by 12% with a tech system that relayed meeting times and delays
- Collaborated with the finance administrator to manage accounts receivable and daily deposits
- Cataloged paperwork, copied and scanned files, and answered phones, increasing office efficiency by 22%

Secretary

Caterpillar

📅 2010 - 2012 📍 San Diego, CA

- Managed operations for executives by scheduling appointments, documenting meeting minutes, responding to emails, and handling 100+ phone calls per day
- Screened calls for a multi-line system that received 12+ calls per hour, directing each call to the correct employee
- Maintained an inventory of office and kitchen supplies in Excel and re-ordered supplies 6 times per year, saving 16% with bulk purchases and discounts
- Filed documents, shredded sensitive paperwork, scanned information to computers and troubleshot copier