

Sample combination resume

SONDRA A. SECRETARY

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Career Summary:

- Graduate of the Drexel Institute of Business Administration.
- Five years of office support experience in diversified environments.
- Demonstrated multitasking and organizational skills.
- Technical skills: Microsoft Office, Excel, Access, PowerPoint, NYS Lookup, 75wpm.

Office Skills:

- Desktop Publishing
- Record Keeping and File Maintenance
- Cash Management, Billing
- Multi-line Phone Systems
- Medical/Legal Terminology
- Travel Planning

Office Administration and Planning:

- Coordinated with travel agency to book trips for Department of Mental Health employees.
- Organized and coordinated business meetings for up to forty people.
- Maintained Pitney Bowes postage machine and generated end-of-day status reports; distributed incoming mail and processed outgoing mail.

Record Keeping, Case Management and Correspondence:

- Maintained information on employee sick days/late time for payroll records.
- Opened and closed public investigation files; prepared legal documents.
- Documented monetary transactions and handled billing, performed cash and credit transactions for individual practices.

Work History:

Office Assistant 2	NYS Department of Health, Albany, NY	2016-Present
Office Assistant 1	NYS Office of Mental Health, Albany, NY	2012-2016
Receptionist	Craigston Physical Therapy, Parltan, NJ	2006-2012

Education:

Graduate, Office Technology Program, The Drexel School of Business Administration, Hilton NJ