**Eliza B. Veda**

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Birmingham, AL 35217

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**Job Objective:**

Detail-oriented, well-experienced, and certified professional seeking a secretarial position of executive personnel to utilize my expertise of answering calls and managing schedules to ensure effective working of the organization.

**Summary of Skills:**

* Capable of maintaining calendar for senior executives, and reminding them about the meetings, and client appointments
* Ability to maintain positive relationships with employees as well as clients
* Expertise in answering and directing client/customer calls to concerned person
* Adept at operating office machines, including computer system and its peripheral equipment like scanners, printers or conveying messages using intercom system
* Proficiency in working with MS Office Suite, Spreadsheets, database management systems, and other applications
* Sound knowledge of various office practices and machines, including repair and maintenance of the equipment
* Exceptional organizational and communication skills

**Work Experience:**

Secretary – XPO Logistics

Birmingham, AL 35217

January 2017 – Present

* Managing diaries of senior executives to schedule appointments with prospective clients, and fix vendor meetings
* Liaising between departments to compose, type, and distribute correspondence notes
* Preparing presentations for prospective clients and compiling data for generating monthly reports
* Answering client queries to give satisfactory answers and taking messages to forward the questions to the concerned team
* Drafting letters, memos, and preparing summarized reports of key issues
* Assessing condition of office equipment at regular interval, and arranging for immediate repairs if required
* Maintaining office supplies, and preparing purchase list for shortage items

Secretary (part-time)

Harris Technical Solutions, Birmingham, AL

May 2014 – December 2016

* Assessed office equipment to understand the issues, notified the management about the issues in hardware or corrupt software
* Composed correspondence letters and memos with proper grammar and spell checks
* Maintained accurate knowledge of the schedules for senior executives, and informed them about the client meetings
* Regularly checked the office supply inventory, anticipated needed supplies, and placed orders with the concerned vendor

Office Assistant

St Mary's County Public School, Birmingham, AL

October 2012 – April 2014

* Performed various clerical duties, including data entry operations to feed student information into the school database
* Updated and maintained databases such as student mailing list, parent contact list, and academic background information
* Assisted the principal in handling daily work schedules, and took minutes of the meetings
* Reviewed documents submitted by students for admission, and scheduled interviews
* Coordinated with the staff to retrieve information of concerned student, and drafted warning notices or suspension order
* Scanned, photocopied, and faxed vital documents to local authorities, vendors, and concerned parties

**Education:**

* Associate's Degree in Secretarial Science   
  Stanford University, Birmingham, AL   
  2011

**Certifications:**

* Certified Professional Secretary – IAAP, 2016   
  Diploma in Office Administration – Stanford University, 2012

**Reference:**

On request.