

Tracy F. Vaughn
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Career Objective:

To work as an Executive Secretary for "Noble medical Center," and provide secretarial, administrative, and clerical support to the General Manager and Human Resources.

Summary of Skills:

- Experience of executive administrative and secretarial support
- Proficient with MS Office, and operating and maintaining office equipment
- Excellent verbal and written communication skills
- Ability to work on multiple projects and manage time
- Demonstrated ability to maintain confidentiality and work independently
- Skilled in exercising independent judgment and decision making

Work Experience:

Executive Secretary
Noble Heart Hospital, La Motte, IA
October 2015 - Present

- Providing administrative and secretarial support to the General Manager and Human Resources
- Scheduling appointments, organizing internal and external meetings, and coordinating meetings

- Assisting the General Manager and Human Resources in planning and preparing for meetings
- Handling, screening, and directing incoming calls appropriately
- Drafting, proofing, and editing internal and external correspondence
- Booking air tickets for executives and preparing travel expense reports

Executive Secretary

Holy Community Health Center, La Motte, IA

February 2012 - September 2015

- Prepared and maintained internal and external files and records of great confidentiality
- Used judgment and released documents and internal information that didn't jeopardize Center's reputation
- Coordinated and scheduled meetings and outreach programs
- Drafted plan for educating local community and neighborhood of contagious diseases
- Assisted in the preparation of budget meetings and cutting down expenses
- Collected, organized, and analyzed data and prepared special reports

Education:

- Bachelor's Degree in Arts
ABC University, La Motte, IA
2011

Reference:

On request.

