**Gemma Q. Kirby**

123 Solomon Street, Saint Paul, Minessota

Mobile: (123) 456-7890 ▪ Email: gemmaqk@resumesbot.com

**OBJECT: SECRETARY**

**SUMMARY:**

Highly organized with 5+ years of experience of administrative work. Client-focused with deep knowledge of office management procedures, specialize in support lawyer firm. Willingness to work in a flexible schedule and high workload.

**SKILLS:**

* Microsoft Office, Adobe Reader, Canva
* Excellent English and German

(Both verbal and writing)

* Problem Solving
* Customer and Personal Service
* Administration and Management
* Very organized
* Good with book keeping (numbers)
* Ability to research products and services
* Quick learner of new software applications.
* Initiative
* Stress tolerance

**PROFESSIONAL EXPERIENCE:**

**OFFICE MANAGER Apr 2016 - Present**

***Pearson and partners***

* Customer relations
* Responsible for answering and handling incoming and outgoing phone calls
* Wrote invoices
* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expense reports.
* Maintained office scheduling and event calendars.

**SECRETARY**

**AGA Partners law firm Sep 2013 - Mar 2016**

* Answered phone calls
* Prepared draft for contracts
* Responded the inquiries and other needs of the customers regarding their transactions
* Prepared documents and files related to different cases and studied matters to assist paralegals in conducting legal research and case studies.
* Arranged staff and client meetings for attorneys.

**SECRETARY TO THE PROSECUTOR Aug 2012 - Aug 2013**

**he Prosecutor’s Office, Cole County, MS**

* Wrote emails, transcribing notes, researching legal document faxing, copying
* Answered phone calls

**EDUCATION:**

***Missouri University of Science and Technology***

Bachelor’s Degree in Business Administration, 2012

**COURSES:**

* Principles of Business Financing, 2017
* Introduction to Marketing, 2015
* Report Writing, 2013
* Fundamentals of Business, 2013

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