



Experience

OFFICE MANAGER

Pearson and partners | Apr 2016 - present

- 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 expens 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

The Prosecutor's Office, Cole County, MS| Aug 2012 - Aug 2013

- 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

GEMMA Q KIRBY

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

- Problem Solving
- Customer and Personal Service
- Administration and Management
- Very organized
- Good with book keeping (numbers)
- Ability to research products and services
- Excellent English and German (Both verbal and writing)
- Microsoft Office, Adobe Reader, Canva
- Quick learner of new software applications.
- Initiative
- Stress tolerance

Contact

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