



SS

Samuel Stewart

Secretary

Department secretary with 7 years supporting a 40-person engineering office. Known for keeping calendars, expense reports, and travel for four directors without missed deadlines. Comfortable handling confidential HR files and being the first point of contact for clients and vendors.

CONTACT INFORMATION



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Raleigh, NC 12345

KEY SKILLS

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Concur expense reporting
- Calendar and travel coordination
- Meeting minutes and transcription
- DocuSign and Adobe Acrobat
- Confidential file handling
- Multi-line phone systems
- Spanish (conversational)

PROFESSIONAL EXPERIENCE

DEPARTMENT SECRETARY | BRIGHTLINE CIVIL GROUP, RALEIGH, NC 2020 – PRESENT

- Manage calendars and travel for four directors, booking roughly 180 trips a year and resolving same-day changes without escalation.
- Reconcile monthly expense reports averaging \$42,800 across the directors' team, flagging coding errors before submission to accounting.
- Draft and proof contracts, NDAs, and client letters; cut document turnaround from three days to under one.
- Coordinate quarterly board meetings, including catering, AV setup, and binder prep for 18 attendees.

OFFICE SECRETARY | COBALT HARBOR REALTY, WILMINGTON, NC 2017 – 2020

- Answered a six-line phone system, routing 90+ daily calls and screening prospective buyer inquiries for the brokers.
- Maintained MLS listings and digital file rooms for 65 active properties.
- Processed earnest money deposits and closing paperwork in compliance with NC Real Estate Commission rules.
- Trained two new receptionists on phone scripts and document filing.

EDUCATION

Associate of Applied Science, Administrative Office Technology, Wake Technical Community College, 2017

Notary Public, State of North Carolina (current through 2027)