

EC

Emily Clark

Secretary

CONTACT INFORMATION



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Minneapolis, MN 12345

EDUCATION

- **Bachelor of Arts, English, University of Minnesota, 2015**
- **Certified Administrative Professional (CAP), IAAP, 2019**

KEY SKILLS

- Board packet preparation
- Diligent Boards and BoardEffect
- ProLaw and NetDocuments
- Minutes and transcription
- Concur and SAP travel booking
- Calendar management (Outlook, Teams)
- Confidential record retention
- Vendor and contract coordination
- Notary Public, Minnesota

ABOUT ME

Corporate secretary with 9 years across legal and financial services. Skilled at preparing board packets, taking accurate minutes, and managing partner calendars in fast-moving environments.

PROFESSIONAL EXPERIENCE

CORPORATE SECRETARY | NORTSHORE CAPITAL PARTNERS, MINNEAPOLIS, MN 2021 - PRESENT

- Prepare board materials for six quarterly meetings a year, coordinating inputs from finance, legal, and investor relations.
- Draft and distribute meeting minutes within 48 hours, with zero revision requests in the last two annual audits.
- Manage calendars and travel for the CFO and General Counsel, including international trips averaging \$7,400 per booking.
- Maintain the corporate records system in Diligent Boards, including bylaws, resolutions, and director onboarding files.
- Liaise with outside counsel on filings and entity renewals across 12 states.

LEGAL SECRETARY | HARTWELL & BRIGGS LLP, ST. PAUL, MN 2017 - 2021

- Supported three litigation partners with filings, discovery indexing, and trial binder prep.
- Calendared court dates and deadlines using ProLaw; flagged conflicts at least two weeks ahead.
- Billed roughly 1,900 administrative hours per year against client matters with under 2% adjustments.
- Coordinated depositions, including court reporter booking and conference room logistics.

ADMINISTRATIVE SECRETARY | BIRCHGROVE INSURANCE BROKERAGE, BLOOMINGTON, MN 2015 - 2017

- Processed policy applications and renewals for a producer team handling 800+ commercial accounts.
- Owned the office supply budget and vendor relationships, keeping spend under \$24,500 a year.
- Took meeting minutes for weekly sales huddles and circulated action items by end of day.