

Secretary

MARY RAFFERTY

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Queens Village, NY 09876
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EXECUTIVE SECRETARY

- OBJECTIVE:** To serve as executive secretary to first- or second-echelon officer of major corporation.
- SUMMARY:** Seventeen years' experience as secretary, fourteen of these with top corporate executives. Resourceful, excellent letter and report writer. Excellent recommendations and references.
- EXPERIENCE:**
1990-present
- Executive secretary and administrative assistant,** executive office, *Atlantic Coast Building, Inc.*, New York City. This large manufacturer of building materials with 15,000 employees has been purchased by International Plastics; executive office being phased out.
- Hired as secretary to president; placed in charge of executive office clerical staff (15 employees) when president was given additional assignment of board chairman.
- Serve as administrative assistant to president, arrange all board and executive staff meetings preparing agenda and covering minutes; assist in preparation of all major reports and directives issued by executive office; prepare routing correspondence using IBM Displaywrite 4 for signature of president; supervise clerical staff.
- 1980-1990 **Executive secretary to president,** *Boyden Steel Corporation*, New York City. Assisted the president of this large corporation (30,000 employees) in his administrative duties; arranged meetings and trips; wrote for his signature all routine letters and reports; and maintained his office in his absence.
- 1977-1980 **Secretary to sales staff,** *Tsarina Fabrics*, New York City. Served staff of five textile salespersons writing correspondence and typing records.

EDUCATION:

1988 & 1990

Attended basic and advanced executive secretarial one-week seminars of *American Management Association*, New York City.

1977

Graduate of *Julia Richman High School*, New York City.
Valedictorian of class.

REFERENCES:

References will be forwarded on request.