

# Mary O'Reilly

593 Maple Avenue • Brighton, MA 02135 • 617-555-5555

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## OVERVIEW

Hard-working and conscientious secretary with a broad range of experience in legal and corporate settings. Solid background maintaining the smooth flow of work in a busy office. Able to meet tight deadlines in fast-paced environment. Combination of strong administrative ability and excellent oral, written, and electronic communication skills. Team player with outstanding work ethic. Computer proficient. Eager to take on new challenges and learn new skills.

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## SECRETARIAL SKILLS

- 70+ wpm typing speed
- tape transcription
- telephone answering / screening
- statistical typing
- scheduling
- WordPerfect
- Microsoft Office
- editing

## CAREER HIGHLIGHTS

- Edited, typed, and transcribed correspondence, legal documents, reports, proposals, and financial statements in various office settings, accurately and on time.
- Prioritized work flow to meet tight deadlines in busy departments.
- Rotated among different departments, filling in for secretaries who are on vacation or out sick; adapted to different formats, time constraints, work styles, and areas of specialization while keeping work flow on schedule.
- Answered and screened phone calls and scheduled appointments for up to 14 people.
- Set up and maintained filing systems to expedite tracking of documents.
- Performed overflow work to maintain work production timetables.
- Learned and used software upgrades, applying more sophisticated features to increase work efficiency.
- Interacted effectively with people at all levels of the organization as well as with the general public.

## EXPERIENCE

<b>LAW FIRM OF ANDERSON, THORNTON, SOCOLOVE &amp; DOE, Boston, MA</b> Floater Secretary (xxxx–Present) Overflow Secretary (xxxx–xxxx) Word Processor/Lead Operator (xxxx–xxxx)	xxxx–Present
<b>ERNST &amp; YOUNG, Boston, MA</b> Word Processor (part-time)	xxxx–xxxx
<b>LAW OFFICES OF SMITH, JONES, JOHNSON &amp; ANDREWS, Boston, MA</b> Word Processor (part-time)	xxxx–xxxx
<b>POLAROID CORPORATION, Boston, MA</b> Secretary, Marketing Department (xxxx–xxxx) Secretary, Financial Planning Department (xxxx–xxxx)	xxxx–xxxx

## EDUCATION

Coursework, University of Massachusetts, Boston, MA