

Eliza Bankes

Friendly and professional secretary with 6+ years of experience working with small and large corporate companies. Skilled in project management and creating management systems known to boost efficiency by 35%.

WORK EXPERIENCE

Administrative Secretary, Childrens Home Society of Florida

Miami, FL • March 2020 — Present

- Composed and typed routine correspondence, memos, reports, etc.
- Arranged travel schedules, reservations, and other necessary accommodations for staff.
- Scheduled appointments for staff.
- Provided needed administrative support, which included clerical accounting duties, database maintenance, assisting in grant or contract proposals, etc.
- Filed, maintained records, copy, fax and performed other such clerical duties.
- Assisted with special projects as needed.
- Provided backup coverage for receptionist and other administrative staff in clerical tasks such as answering the phone, opening and distributing mail, etc.
- Ordered and maintain adequate office supplies.
- Managed petty cash fund.

Legal Secretary, Kemper Corporation

Miami, FL • August 2019 — February 2020

- Researched, initiated and composed responses to various inquiries from insureds, claimants, attorneys, and state or other regulatory agencies.
- Prepared records, charts, etc., as needed and for month-end reports.
- Transcribed dictation for attorneys.
- Arranged transportation and other reservations so as to ensure the best price and possible schedule to meet the traveling needs requested.
- Maintained files for attorneys.

Legal Secretary, Robert Half

Davie, FL • January 2019 — June 2019

- Handled assigned files and deliver legal services.
- Communicated effectively and efficiently over the phone with clients.
- Offered support for several attorneys.
- Transferred legal correspondence to clients.
- Conducted administrative tasks as necessary.
- Updated calendars and billing sheets and provided improvements when necessary.
- Coordinated the resolution of files and assist attorneys in an efficient and effective manner.
- Organized client interactions.

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lizbankes988@gmail.com



[linkedin.com/in/elizabankes002](https://www.linkedin.com/in/elizabankes002)

SKILLS

Business Communication

Office Administration & Management

Accuracy and Information Processing

Bookkeeping

Relationship Building

Word Processing - 100WPM

Adaptability

LANGUAGES

English

French

EDUCATION

John A. Ferguson
Senior High School

Miami, FL

2010 — 2014

High School Diploma

GPA: 3.6/4.0

Resumes For Secretaries

**Dr. Sayit Abdul Karim, S.Pd.,
M.Pd., Laely Nur Fadillah**

Resumes For Secretaries:

Resumes for Secretaries Leonard Corwen,1985 A complete resume preparation and job getting guide Over 40 model resumes from first time job applicants to secretaries returning to the job market step by step instructions for jobs

Real-resumes for Administrative Support, Office & Secretarial Jobs Anne McKinney,2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications

Encyclopedia of Job-winning Resumes Myra Fournier,Jeffrey Spin,2006-01-01 This is the most helpful and comprehensive resume book you can buy It includes more than 400 success proven resume expamples that teach you how to personalize your resume according to your own unique career situation The 17 chapters contain resumes that cover all major industries span all job levels from entry level to CEO and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation The first chapter includes expert advice on what to include on your resume and what to omit what to emphasize and what to tone down It is specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible The second chapter devoted to creating hard hitting cover letters includes 40 examples tht cover a wide varitey of typical career situtations while the third chapter include 30 includes 30 resumes that cover difficult circumstance There is even a chapter devoted to students to help new graduates joining the workforce

Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano,2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America s domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as

well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover *Wow! Resumes for Health Careers* Leslie Hamilton,1999 The explosive growth of today s healthcare field is matched by few industries as thousands of people line up to join the ranks of healthcare professionals every month In such an intensely competitive field knowing what makes the perfect candidate can make or break a career *Wow Resumes for Health Careers* guides job hunters through the steps in writing resumes for dozens of healthcare professions including LPN RN physical therapist hospital administrator psychologist home care provider social worker and many more *The American Secretaries of State and Their Diplomacy* Samuel Flagg Bemis (1891-, ed),1928 **Hearings on the Department of Education's Proposed Reorganization and Reduction-in-force** United States. Congress. House. Committee on Education and Labor. Subcommittee on Elementary, Secondary, and Vocational Education,1984 *Job Hunter's Sourcebook* Michelle LeCompte,1992-12 *The Resume Makeover* Jeffrey G. Allen,2002-03-14 The Resume Makeover Second Edition The first and only interactive resume guide from the nation s leading job search expert In today s tumultuous job market a lackluster resume isn t even worth the cost of a stamp or the click of a mouse Make your resume shine with the help of the one on one guidance found in *The Resume Makeover* Written by bestselling career author Jeffrey Allen this updated how to manual is loaded with insider tips and step by step guidelines on how to create attention grabbing high profile resumes guaranteed to get you the interviews you desire Once your resume is written simply send it to the address listed in the book and in just one week s time your resume will be returned to you with a point by point critique and a detailed list of expert recommendations on how to make it even better You also receive Before and after examples from a wide array of fields that reveal the do s and don ts of writing effective resumes New information on techniques for Internet transmittal of resumes Special chapters on successful cover letters and follow up letters The best typefaces and types of paper to use for different markets A new list of the most popular Internet resume posting services their addresses and focus Get more interviews and land the job of your dreams with the surefire tips found in *The Resume Makeover* *Resume Writing Without Paid Work Experience* Walter L. Fortson,Harve L. Nichols,2001 What others are saying about this book ADULT PROGRAMS ADULT BASIC AND LITERACY EDUCATION PROGRAMS I like it because it is such an engaging upbeat and enjoyable book that I had trouble putting it down I especially like the way that it gives concrete examples to show my students how to meet the qualifications of a particular job Otherwise they would probably never think that they had a shot at the position Volunteers can use it even if they have no formal training in adult education because everything is clearly spelled out and the forms are spacious Judith Aaronson founder of the Pittsburgh Literacy Council WELFARE TO WORK WIA PROGRAMS This is an invaluable tool for a population that wants to be productive but doesn't know how to present themselves in a light that will ensure employment And for those with work histories it lets them to more easily identify the valuable transferable skills that they possess Dr Georgine Scarpino former

director of JTPA WIA and Welfare to Work programs PROGRAMS FOR PERSONS WITH DISABILITIES In providing employment support services to persons with disabilities oftentimes there is a lack of work history or gaps in employment This book is a tool to develop a resume that draws from life experience and non paid work experiences just working through the suggested activities can be a confidence builder for individuals seeking employment Diane Celidonia Supervisor Employment Services **Annual Report of the Secretary of the Navy** United States. Navy Department,1877

ENGLISH FOR SECRETARY AND OFFICE STAFF A PRACTICAL GUIDE FOR PROFESSIONALS Dr. Sayit Abdul Karim, S.Pd., M.Pd.,Laely Nur Fadillah, According to Wiktionary the word secretary comes from Latin word secretarius which means a confidential clerk or secretary A secretary is a person who maintains a company s secret documents or files There are several titles that can be used to refer to a company secretary including a department secretary an administrative assistant a personal secretary a secretary to the management a senior secretary or an executive secretary Secretary is considered to be one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work Her role is to facilitate the management s ability to perform the truly critical tasks As a result a good secretary needs to be adaptable skilled precise efficient and always eager to learn new things *Code of Federal Regulations* ,1989 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries *The Code of Federal Regulations of the United States of America* ,1992 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government **TOP SECRET Resumes & Cover Letters, the Third Edition Ebook** Steven Provenzano CPRW/CEIP,2012 As seen on in CNBC CNN WGN The Wall Street Journal and endorsed by The Chicago Tribune the new edition of Top Secret Resumes is now the complete career marketing tool for all job seekers This is the only book of its kind that includes a free consultation by the author Includes more than 100 high impact Resumes and Cover Letters for virtually all professions 250 8 5 x 11 pages total Bonus includes tips on effective LinkedIn Profiles Networking Career Marketing Interviewing and Online Resources Covers Executive Positions Technical Non Technical Management Engineering IT Software Hardware design Sales and Marketing Teachers Nurses HR Public Relations and more many with documented results Steven Provenzano s books have sold more than 100 000 copies and remain essential guides for serious job seekers He has written more than 5000 resumes for clients worldwide for over 20 years and the full cost of this book is reimbursed with any resume writing service by the author at <https://Execareers.com> **Federal Register** ,2012-11 *Implementation of the Reclamation Reform Act of 1982 in the Central Valley Project* ,1993 Code of Federal Regulations United States. Department of the Interior,1993 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of with ancillaries *Winning Resumes* Matthew Greene,1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just

doesn't cut it anymore. It's too vague, too bland, and too lackluster. It won't sell you. Written by a personal expert, this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points. Whether you are a recent college grad or a midlife career changer, you'll learn how to get a jump on other job applicants with this strategy-packed book that is complete with sample resumes, tips on format, style, and words, phrases, and sentences that sell. There's so much you can copy or adapt. *Privacy Act Issuances ... Compilation* United States. Office of the Federal Register, 1976. Contains systems of records maintained on individuals by Federal agencies which were published in the Federal Register and rules of each agency concerning the procedures the agency will use in helping individuals who request information about their records.

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web casino royale is a 2006 spy film the twenty first in the eon productions james bond series and the third screen adaptation of ian fleming s 1953 novel of the same name directed by martin campbell from a screenplay by neil purvis robert wade and paul haggis it stars daniel craig in his first appearance as bond alongside eva

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