

Church Secretary

SUMMARY

Diligent Church Secretary with proven administrative and member relations skills. Attentive to day-to-day church needs and supportive of long-term growth goals. Uses attention to detail, organizational skills and multitasking abilities to help senior staff complete important church work. Meticulous and systematic Administrative Assistant skilled in organizing, planning and managing daily clerical needs. Bringing solid expertise in coordinating documents, reports and records, handling correspondence and managing deliveries. Skilled in oral and written communication, team leadership and relationship-building. Orderly and committed Administrative Assistant offering solid skills in customer relations and resilience to handle challenges of fast-paced [Type] environments. Bringing detail-oriented and decisive nature with sound judgment, good multitasking abilities and self-motivated nature. Comfortable working alone or with teams to accomplish on-time and accurate clerical tasks. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

EXPERIENCE

New Life Church - Church Secretary
Tocomo, WA • 06/2017 - Current

- Worked with children's program leaders to meet administrative needs such as communicating with parents and processing security forms for minors.
- Managed reception desk during week to handle guests' needs and field inquiries for church leaders.
- Prepared bulletins for [Number]+ weekly attendees.
- Collaborated with technical staff to prepare and post sermon recordings on social media.
- Supported work of pastoral staff in running productive church operations by managing day-to-day clerical needs.
- Set up workshops, conferences and meetings by scheduling and reserving rooms and preparing supplies.
- Coordinated travel arrangements and completed expense reports for travel reimbursement.

SKILLS

- Resource Coordination and Allocation
- Report Preparation
- Multitasking and Time Management
- Schedule Management
- Strong Organizational Skills
- Appointment Coordination
- Bilingual in Spanish and English
- Cleaning and Sanitizing
- Fast Learner
- Highly Efficient and Productive

EDUCATION AND TRAINING

High School Diploma
Bethel High School
Spanaway, WA • 06/2017

Some College (No Degree):
General Business
University of Washington
Tocomo, WA

LANGUAGES

English:

Professional

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Spanish:

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