

Church Secretary Resume (Sample)

Jane Sample

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*****Church Secretary*****

OVERVIEW OF QUALIFICATIONS

- Over 2 years' experience in clerical and support roles
- Acute understanding of secretarial tasks within a clergy's office
- Strong background in organizing church calendars
- Computer Knowledge: Microsoft Office Word, Excel, Access, Internet and Email

PROFESSIONAL EXPERIENCE

Secretary | First Baptist Church, Okmulgee, OK | July 2013 - Present

- Manage the reception area in terms of maintenance and organization
- Take telephone calls and messages
- Disseminate mail as it arrives
- Answer mail and correspondence
- Take dictation for letters and other church documents
- Type and print documents as instructed
- Order supplies necessary for church maintenance
- Manage events calendar for occasions organized at the church
- Performed accounting functions for the church office

Volunteer | First Baptist Church, Okmulgee, OK | January 2013 – July 2013

- Assisted the clergy staff with administrative and secretarial work
- Managed telephone calls and took dictation for church documents
- Assisted in organizing occasions such as weddings and baptisms at the church
- Prepared baby dedication and wedding certificates as instructed
- Assisted in accounts management for the church

EDUCATION

St. Francis Community College, Tulsa, OK

Associate Degree in Office Management – 2011

RELEVANT STRENGTHS

- Excellent communication and organizational skills
- Technology savvy
- Able to work evenings and weekends
- Flexible with strong work ethics
- Self-starter and good at multitasking