**Tracy F. Vaughn**

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**Career Objective:**

To work as an Executive Secretary for "Noble medical Center," and provide secretarial, administrative, and clerical support to the General Manager and Human Resources.

**Summary of Skills:**

* Experience of executive administrative and secretarial support
* Proficient with MS Office, and operating and maintaining office equipment
* Excellent verbal and written communication skills
* Ability to work on multiple projects and manage time
* Demonstrated ability to maintain confidentiality and work independently
* Skilled in exercising independent judgment and decision making

**Work Experience:**

Executive Secretary

Noble Heart Hospital, La Motte, IA

October 2015 - Present

* Providing administrative and secretarial support to the General Manager and Human Resources
* Scheduling appointments, organizing internal and external meetings, and coordinating meetings
* Assisting the General Manager and Human Resources in planning and preparing for meetings
* Handling, screening, and directing incoming calls appropriately
* Drafting, proofing, and editing internal and external correspondence
* Booking air tickets for executives and preparing travel expense reports

Executive Secretary

Holy Community Health Center, La Motte, IA

February 2012 - September 2015

* Prepared and maintained internal and external files and records of great confidentiality
* Used judgment and released documents and internal information that didn't jeopardize Center's reputation
* Coordinated and scheduled meetings and outreach programs
* Drafted plan for educating local community and neighborhood of contagious diseases
* Assisted in the preparation of budget meetings and cutting down expenses
* Collected, organized, and analyzed data and prepared special reports

**Education:**

* Bachelor's Degree in Arts  
  ABC University, La Motte, IA  
  2011

**Reference:**

On request.