**Charles D. Starr**

4414 Golden Ridge Road

Clifton Park, NY 12148

Phone: 518-723-9896

Email: charles.starr@anymail.com

**Career Summary:**

Hardworking, highly-dedicated, and enthusiastic administrative professional seeking the position of a 'Male Secretary' with an organization to utilize my clerical and communication expertise for performing administrative tasks efficiently.

**Summary of Skills:**

* Sound knowledge of various administrative duties, including answering/directing calls, and giving appropriate responses to mails
* In-depth information on writing, editing and checking correspondences, including letters, memos or official agreements
* Ability to perform various duties like greeting clients, managing calendars, preparing reports, and fixing client appointments
* Adept at maintaining inventory supply levels and scheduling timely repairs for office equipment
* Capable of maintaining confidentiality of clients' documents, and making appropriate travel/ accommodation arrangements
* Expertise in maintaining updated database and operating various applications including MS Office Suite, Google Spreadsheets, and project management tools
* Ability to work in a team with excellent organization and communication skills

**Work Experience:**

Male Secretary

Marylinda Enterprises, Clifton Park, NY

December 2016 – Present

* Maintaining senior executives' schedules, and making arrangements for meetings
* Managing travel and accommodation logistics for employees working on projects related to multinational clients
* Screening all incoming correspondence to determine proper action by preparing answers or escalating clients' complaints to the concerned department's supervisor as required
* Working with the senior executives to respond to client mails and communicating weekly project progress reports as specified in the agreement
* Typing, editing various documents like letters, memos, reports, project progress charts according to respective formats in the company database
* Regularly inspecting the office systems for damaged hardware components, malfunctioning software, and arranging immediate repairs
* Handling office inventory supplies by examining stocks and placing refill orders with the concerned vendor as needed

Assistant Secretary

Giavani Orphanage Center

Clifton Park, NY 12148

June 2014 – November 2016

* Answered calls from prospective clients about child adoption procedures, documentations, etc.
* Checked background of clients, and determine their financial condition before accepting their application for child adoption
* Performed clerical duties associated with adoption and explained all childcare policies to the clients prior to handing custody
* Handled various duties at the center, including receiving phone calls, greeting visitors or directing them to senior executive/management cabin
* Maintained accurate up-to-date record of each child's birth, vaccination schedules, diet and medical fitness in the center's computerized database
* Coordinated with the assistants to examine the stock of ingredients in the center's kitchen, and prepared a monthly grocery list
* Worked under the supervision of the director, and ensured necessary arrangements are in place for children's safety

Administrative Assistant

Emory Consultancy Pvt Ltd.

Loudonville, NY 12211

August 2012 – May 2014

* Answered 50+ telephone calls to solve client queries and informed them about the available services pertaining to their questions
* Prepared correspondence for counseling sessions, including discussion agenda, minutes of the meetings, and arranged the required materials
* Managed booking of seminar halls to organize quarterly counseling sessions, and organized proper refreshments
* Assisted in the decision of monthly budgets and presented monthly expense exports using spreadsheets
* Oversaw ordering and maintenance of office inventory supplies to identify shortage as well as maintenance or repairs of the equipment
* Maintained up-to-date database by filling client information along with the consultant details, including number of sessions, fees for an individual record
* Prepared and submitted reimbursements, invoices and payment requests by following office manager's instruction
* Performed various administrative duties, including writing correspondences to the clients, maintaining confidentiality of the information and arranging one-on-one meetings

**Education:**

* Associate's Degree in Office Management   
  Sienna College, Loudonville, NY 12211   
  2012
* Diploma in Secretarial Science – Sienna College  
  Loudonville, NY 12211   
  2010

**Affiliations:**

* International Association of Administrative Professionals – Member since 2015

**Certification:**

* Certified Administrative Professional, 2016

**Reference:**

On request.