

# Teresa Towey

Executive Secretary

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☎ (902) 590-6922

📍 Jones Road, Fort Smith,  
Arkansas 72903

## Education

**Associate's degree in office administration or secretarial science at University of Arkansas, AR**

Aug 2013 - May 2017

I have learned how to type, use Microsoft Office, make travel arrangements, and take minutes at meetings.

## Links

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

## Skills

Typing

Filing

Answering phones

Scheduling appointments

Making travel arrangements

Writing correspondence

Data entry

## Languages

English

French

## Profile

I am a highly experienced executive secretary with over 5 years of experience working in fast-paced environments. I have excellent secretarial, administrative and organisational skills, and can provide high-level support to senior executives. I am able to work independently and manage my own workload effectively, while also being an excellent team player. I have superb written and verbal communication skills, as well as advanced computer literacy. In previous roles, I have successfully handled a variety of tasks including schedule management, travel arrangements, event planning & coordination, document preparation & presentation (including PowerPoint), correspondence drafting & handling telephone enquiries.

## Employment History

### Executive Secretary at Company 1: Walmart, AR

May 2022 - Present

- Arranged and confirmed travel plans for the executive and her team of 7. This included airfare, hotel, rental cars, and restaurant reservations.
- Coordinated a 3-day off-site meeting for 10 people by reserving the conference room, ordering food and drinks, and sending out invitations.
- Completed expense reports for the executive and her team totaling \$8,000.
- Proofread and edited important documents before they were sent out to clients.
- Managed the executive's schedule by booking appointments, scheduling calls, and cancelling/rescheduling as needed.

### Administrative Assistant at Company 2: Tyson Foods, AR

Aug 2017 - Mar 2022

- Successfully completed tasks assigned by boss within deadlines 98% of the time.
- Answered an average of 60 calls per day from clients, vendors, and other employees.
- Maintained office supply inventory and placed orders as needed to ensure that supplies were never depleted.
- Created monthly expense reports for boss which accurately documented all spending.
- Managed company calendar and scheduled appointments, meetings, and travel arrangements as needed.

## Certificates

### Certified Administrative Professional (CAP)

Jan 2021

### Certified Professional Secretary (CPS)

Apr 2019