
Engineering Secretary Resume

Job Objective

Seeking to join a reputed organization as an Engineering Secretary to deliver the best of my professional ability.

Highlights of Qualifications:

- Hands-on experience in Engineering office management, secretarial work and recordkeeping services
 - Immense knowledge of all standard office practices, equipments and procedures
 - Extensive knowledge of Engineering practices and City office operations
 - Proficient in using MS Word, Excel and PowerPoint, computers and communication devices
 - Ability to interact with coworkers, City officials, and contractors, in a pleasant manner
 - Ability to communicate with residents and public, in a helpful manner
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Professional Experience:

Engineering Secretary
Digital Consulting Services, St George, UT
August 2012 – Present

Responsibilities:

- Greeted phone callers and walk-in clients and handled their general queries.
- Prepared and delivered correspondence and documents to engineers, as requested.
- Organized department meetings and events and made proper travel arrangements.
- Drafted, documented, and delivered project proposals, service agreements, contracts, and work orders.
- Processed and made payments to contractors, for all engineering projects.
- Ordered and purchased all office supplies and maintained their inventory levels.

Engineering Secretary
WR Systems, St George, UT
May 2009 – July 2012

Responsibilities:

- Handled and forwarded incoming calls and messages to designated personnel.
 - Wrote, recorded, and distributed meeting agendas and minutes, accurately.
 - Updated and maintained a variety of documents and records for the Engineering department.
 - Managed and updated Public Works and Engineering Department information posted in City's website.
 - Utilized and maintained the filing system of the office, in a highly efficient manner.
 - Purchase department supplies within allocated budget and maintained adequate stock levels.
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Education:

Bachelor's Degree in Civil Engineering
Ilisagvik College, Barrow, AK

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