



GLORIA WINSLOW

EXECUTIVE SECRETARY

INFO



Name

Gloria Winslow



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Fairfax, VA.



Phone

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Email

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SOCIAL



Skype

youreskype.com



Twitter

youretwiteraccount.com



LinkedIn

yourefacebookname.com



Facebook

https://www.facebook



PROFILE

Highly-organized, multi-skilled and hard working with more than 8 years of experience as an Executive Secretary with federal and local government agencies and institutions is seeking to find opportunity with the State Department – Office of the Secretary of State. Multi-lingual; native English and has presently achieved Level 9 in Spanish and Level 7 in Chinese. Highly proficient in various computer programs: MS Office, Asana, WebEx and ZenDesk. Excellent communicator; experienced in preparing reports, project studies and correspondence.



WORK EXPERIENCE

2018 -Present

Executive Secretary

Office of the President, Veterans Memorial Bank, Fairfax, VA.

Work Hours per week: 40

Annual Salary: \$55,000.

Duties and Responsibilities

- Reports directly to the President of VMB, Mr. Cornell A. Hawthorne III.
- Organizes the weekly calendar of the President.
- Screens all appointments and calls to the office.
- Represents the President in meetings with various departments and associates.
- Manages communication with different departments including remote staff via online channels.
- Conducts research on key issues for the purpose of preparing reports and bases for policy-making.
- Attends to the prompt payment of all payables incurred by the office of the President.
- Assigned to oversee the monthly cash disbursement fund and petty cash fund of the office.

2017 - 2018

Secretary

Department of the State of Virginia (Educational and Cultural Affairs), Fairfax, VA

Work Hours per week: 40

Annual Salary: \$48,000

Duties and Responsibilities

- Reported directly to the Governor of Virginia; Hon. Samuel L. Lawson.
- Filtered emails and prepared quick correspondence upon instruction or as warranted.
- Attended to all guest inquiries and requests.
- Transcribed all legal files from audio to text.
- Prepared reports for presentation purposes.
- Conducted translation work on Spanish and Chinese communication.

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PERSONAL INFO



Date of Birth – August
27, 1986

COURSES

Foreign Languages

Level 9 – Spanish

Foreign Languages

Level 7- Chinese

Transcription

Legal and Business

2015 - 2017

Personal Assistant

Rand and Murdock Law Office, Fairfax, VA.

- Assisted the law office during preparations for litigation, depositions, interviews and interrogations.
- Conducted legal research pertinent to every assigned case.
- Attended to all witnesses; helped them prepare for depositions and hearings.
- Performed transcription work; converted audio files into text files.
- Interviewed and translated associates and witnesses who were of Hispanic or Chinese in descent.



EDUCATION

2014 - 2015

College of William and Mary
Bachelor of Arts, Communications
Williamsburg, VA

1998 - 2014

Westminster High School
High School Diploma
Annandale, VA



SKILLS AND EXPERTIZE

- Bachelor Degree – BA Communication
- 8+ years of experience as Secretary; 4 years in executive capacity.
- Multi-lingual: English, Spanish (Level 9) and Chinese (Level 7).
- Computer literate: MS Office, Asana, WebEx and ZenDesk.
- Excellent communication skills.
- Multi-skilled: Email filtering, calendar management, correspondence, content writing, preparation of reports and business transcription.
- Disciplined: Punctual and conducts work under the highest levels of professionalism.
- Trustworthy.

HOBBY

