

Alison Mossop

PRESTON PR4 3EL

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PROFESSIONAL PROFILE

A conscientious and professional assistant with extensive experience in administration, currently seeking a new position in a different environment. A highly organised and efficient individual, who's thorough and precise approach has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new payment system.

SKILLS

- Excellent administration skills
- Proficient in Microsoft Office, including Excel, Word, PowerPoint, Forms, SharePoint and Teams
- Great with technical solutions
- Implementing Apps
- Record keeping database
- Excellent communication skills
- Fully qualified paediatric first aid
- Adaptive, quick learner
- Learning HTML and CSS

EXPERIENCE

DATES FROM JANUARY 2025 TO PRESENT

BUSINESS SUPPORT OFFICER, HAYS EDUCATION

- General reception duties including answering any queries via phone or email
- Attendance registers

DATES FROM DECEMBER 2008 TO DECEMBER 2024

BUSINESS SUPPORT OFFICER, PEAR TREE SCHOOL

- Implemented a Online Single Central register
- Implemented ParentPay and School Spider
- Collated the daily numbers for the kitchen
- General reception duties including answering any queries via phone or email
- Installing apps onto iPads
- Liaise with third-party IT support
- Completed L4 in Business Administration
- Knowledge of 3D scanning and printing

DATES FROM SEPTEMBER 2008 TO NOVEMBER 2009

PLAYWORKER/ADMINISTRATOR, PEAR TREE CHILDREN'S CENTRE

- Answering incoming calls
- Running toddler groups
- General admin duties

DATES FROM SEPTEMBER 2005 TO NOVEMBER 2008

PLAYWORKER, LUND PRE-SCHOOL

- Helping the children to learn
- Preparing snacks for the children
- Completing NVQ L2 and L3 in Child Care and Development

DATES FROM May 1996 to November 2005

OFFICE MANAGER/CASH OFFICE CLERK/GENERAL ASSISTANT, Texas

DIY/Homebase

- Daily running of the cash office to include end of week
- Placing and receiving orders
- Liaising with other Departments
- Opening and Closing store as Duty Manager

EDUCATION

AUGUST 2024

LEVEL 5 WEB DEVELOPMENT, CODE INSTITUTE

JULY 2018

NVQ L4 BUSINESS ADMINISTRATION, NORTH LANCS TRAINING GROUP

NOVEMBER 2014

L3 NATIONAL CERT EDUCATIONAL EDUCATION, SCHOOL OF EDUCATIONAL ADMINISTRATION

JULY 2007

NVQ L2 &3 CHILDCARE LEARNING AND DEVELOPMENT, PRESTON COLLEGE

AUGUST 1991

BTEC FIRST & NATIONAL BUSINESS STUDIES, RUNSHAW COLLEGE

AUGUST 1987

'O' LEVEL (MATHS, ENGLISH, COMPUTER STUDIES), WESTHOLME SCHOOL

INTERESTS

- I enjoy reading Manga.
- Help out at various Musical Youth Theatres as a Chaperone.
- I am a keen interest in all things IT, following the latest trends in technology gaming and applications.
- I like to attend computer and gaming conventions