

ALISON MOSSOP

BUSSINESS SUPPORT OFFICER

CONTACT

07974020556
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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 through 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

EDUCATION

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

EXPERIENCE

DATES FROM DECEMBER 2008 TO PRESENT

BUSINESS SUPPORT OFFICER, PEAR TREE SCHOOL

- IMPLEMENTED AN 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 CHILDCARE AND DEVELOPMENT

DATES FROM May 1996 to November 2005

OFFICE MANAGER/CASH OFFICE CLERK/GERNERAL 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