

Milliecent Chapman

I attained my role as an apprentice administrator - Cashmores Metals

UK

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Work Experience

I attained my role as an apprentice administrator

Cashmores Metals - Walsall

March 2018 to Present

through a Level 3 Business Administration NVQ, working as part of the administration section but are also able to utilize my skills in other departments when required.

My main role includes:

- Filing/printing/copying/scanning
- Telephone calls (inbound and outbound)
- Banking
- Emails
- Spreadsheets
- Daily invoicing
- Purchase ledger
- Sales ledger
- Payroll, time and attendance management
- Any other non-standard reports requested from BTS computer system

Cleaner

Spectrum Facilities Maintenance - Walsall

September 2016 to December 2017

I worked for Spectrum Facilities Maintenance for 15 months. In my time working for them, I mainly worked cleaning for the Light Cinema in Walsall, with occasional work including pubs, and children's play warehouses.

I learnt a variety of skills in my role such as the importance of ensuring your work is to the highest standards, how to work independently as well as being a main team member. In addition, the importance of communication whether it be with a work colleague or to your manager.

My role expected me to clean all parts of the cinema, ensure that the cleaning met the cleaning company and the cinema's standards, making sure that jobs were assigned to the right people and being the key holder for the building when necessary. I found this role to be a very useful experience as it allowed me to gain a good understanding of how company's should function, as well as giving me personal and professional experience I needed to obtain to gain access to other careers.

Education

Fine Arts and Design

Walsall College

September 2015 to June 2016

GCSEs B in English Literature

St Francis of Assisi Catholic Technology College

September 2010 to June 2015

Additional Information

A diligent office admin with strong experience within this role, who possesses the self-discipline, leadership skills and the ability to work with minimum supervision. With my proven literacy and numeracy skills, I can ensure that I continually meet and exceed the operational and administrative expectations and standards of employers. I am able to handle large amounts of paperwork and data, whilst working in a busy office environment and at the same time ensuring all day-to-day jobs are completed. In addition, I can obtain useful information quickly by using the appropriate methodical approach.