Jenny Davies

392 Hagley Road, Halesowen, West Midlands, B63 4JS

07794682342 • jennydavies94@hotmail.co.uk

Personal statement

I am a hard working and ambitious person who has developed a mature and responsible approach to any task that I undertake. I am excellent in working with others or independently to achieve targets.

I am dedicated, self-motivated and have excellent time management skills.

Key Skills

* Excellent telephone manner
* Time management
* Professional
* Ability to work under pressure
* Adaptability
* Very organised
* Daily use of Microsoft Office, Word, Excel and Outlook
* Excellent communication skills, both written and verbal
* Full UK driving license

Employment History

Administration Manager, Structal UK Ltd, Halesowen

(July 2018 – Present)

Achievements and responsibilities:

* Assumed the role of fire/health and safety officer for the entire office staff
* Diary management, typing correspondence and documents, creating presentations and creating meeting minutes
* Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
* Requesting and recording employees holiday requests
* Monitoring and booking staff training (CSCS, SMSTS, and SSSTS).
* Typing all necessary documents and correspondence as required
* Answering incoming calls
* Maintaining and organising the company filing system
* Travel requirements (trains, flights, hotels, external meeting rooms)
* Undertaking company annual audits – Health and Safety, Achilles Building Confidence, QMS
* Assisting the estimating/commercial department when required
* Managing and logging site non-conformities
* Assisting all departments
* General administrational duties
* Assisting the managing director where required

Document Controller/Administrator, Structal UK Ltd, Halesowen

(July 2013 – July 2018)

Achievements and responsibilities:

* Controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner
* Manage and oversee documents for all projects
* Assist the design office manager where required
* Ensuring all documents/drawings are relevant and up to date
* Assisted with the QMS ISO 9001:2008 audit and the upgrade to 9001:2015

Waitress, Queensway Diner, Halesowen

(December 2010 – July 2013)

Achievements and responsibilities:

:

* Greet customers
* Process food and drink orders
* Process payments
* Prepare and serve food and drink
* Maintain a clean and tidy environment
* Communication and people skills were gained during my employment

Nursery Nurse Assistant, Merryvale Day Nursery, Quinton

(May 2013 – July 2013)

Achievements and responsibilities:

:

* Promoting positive learning development from 0months – 4 years
* Planning and supervising activities
* Preparing snacks and meals
* Maintain and organise a clean, tidy, child-friendly environment

Education

Halesowen College – Shenstone House

(September 2010 – June 2012)

BTEC**:**

* National Diploma Level 3 Children’s Care – Pass

****Windsor High School****

(September 2005 – July 2010)

7 GCSEs, grade A-C, including Maths and English

Hobbies & Interests

I enjoy socialising with my friends, partner and family, watching TV and documentaries. I am also interested in cooking and baking on a weekend when I have the time. I spend a lot of time with my dogs and taking them for long walks.

References

References are available upon request.

My current employment require 6 weeks notice.