

Jack Jones

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OBJECTIVE

Accurate, thorough, and persistent individual seeking a position within audit as part of the Summer Vacation Scheme with Deloitte. Exceptional communication and problem solving skills to bring a positive change to any working environment.

KEY QUALIFICATIONS

- Over 2 years' varied and increasingly responsible secretarial experience
- Graduated Manchester University with a 2.1 in German
- Proven ability to handle multiple, competing priorities in an effective manner
- Thorough knowledge of written English; grammar, spelling, vocabulary and punctuation

SPECIAL SKILLS

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|--------------------------|-----------------------------|
| - Team-work | - Fast touch-typing |
| - Customer Service | - Fluent Spanish and German |
| - Creativity | - Travel logistics |
| - Transcribing dictation | - Event coordination |

TECHNICAL EXPERTISE

- Computer: Spreadsheet, word processing, database management, typing speed 75 WPM
- MS Office: Word, Excel and PowerPoint
- Competent knowledge of xhtml and css computer coding techniques

PROFESSIONAL EXPERIENCE

FMC Catering company – London, UK

July 2010-present

Assistant Regional Manager

- Prepare, record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports and relevant material
- Record and prepare minutes of meetings
- Organize travel schedules and book reservations

Key Accomplishments

- Trained and coordinated activities of internees, whose efforts resulted a \$11,000 rise in revenue
- Achieved Employee of the Month Award – May 2012

Universal Music Group – London, UK

Sept 2008-Jan 2010

Junior Clerk / Receptionist

- Answered telephone and electronic enquiries and forwarded telephone calls and messages to appropriate person
- Greeted visitors, determine nature of dealing and send visitors to correct person

Key Accomplishments

- Reorganized administrative procedures, shortening process time by 30%
- Designed and implemented customer care strategy that increased sales by 25%

EDUCATION

University of Manchester – graduated with a 2.1 in German

Sept 2005-May 2008

Junior Grammar school – passed 5 top grade A-levels exams

June 1999-May 2004