



FULL NAME
Address
Telephone Number
Email Address

Personal Profile

A conscientious and professional Administrator with 6 years' experience of providing PA support in a corporate environment. Highly organised and efficient at managing busy diaries for Senior Officers. Recent achievements include the implementation of an innovative new filing and indexing system, increasing office efficiency by 10%. Currently seeking a new position as an Executive PA to develop a successful career.

Key Skills & Achievements

- Excellent communication skills used daily in typing reports and emails, dealing with public enquiries over the phone and greeting customers in reception
- Designed and implemented a new system for maintaining customer records which increased team efficiency by 10%
- Coordinated a Conference for Managers from different departments meeting a tight timescale and budget
- Organised a successful team away day which improved staff morale and productivity
- Confident at using all Microsoft packages and ability to touch type at 80wpm; fast and accurate minute taking

Employment History

Administration Executive	NMP Consultants	Sept 2010 – present
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- Effectively dealing with all office paperwork including filing, photocopying, faxing
- Accurately inputting and updating client information on computer system
- Supporting managers across different teams to coordinate diaries and plan meetings
- Typing letters, reports and emails for Senior Managers to a high quality
- Supporting on reception duties to cover staff, building excellent customer relations

Administration Assistant ZXR Consultants Jan 2008 – Aug 2010

- Liaised with team members and the public daily to coordinate bookings
- Typed confidential legal documents and circulated to external Partners
- Supported Senior Manager to manage diary and coordinate meetings across the organisation
- Responsible for administering the petty cash for staff expenses
- Answered phone calls in a busy department, taking accurate messages for colleagues

Education & Training

NVQ level 2 in Public Administration	College	Date
Advanced Word & Excel	College	Date
Advanced Keyboard Skills	College	Date
7 GCSEs (A-C) including English & Maths	School	Date

Hobbies & Interests

In my spare time I volunteer for my local NHS hospital where I work as part of a team to write and produce a monthly newsletter for service users. I can use Photoshop and basic design software.

References

Available on Request