

Summary

Knowledgeable Administrative Assistant dedicated to improving procedures for file movements, eliminating unnecessary storage and maintaining secure information. I can verify documents, research problems and implement effective solutions. I'm also enthusiastic with a good grasp of financial, customer service and administrative requirements. Friendly and motivated team player with professional demeanour and superior attention to detail.

Skills

- Communication Skills
- Documentation
- Organisation
- Time Management
- Knowledge of Microsoft Word, Excel and PowerPoint

Experience

Royal Montserrat Police Force

June 2019 to July 2019

Clerical Assistant

- Created and maintained spreadsheets using Excel.
- Organised files, faxed reports and scanned documents into document management system.
- Delegated duties for team of 3 office staff.
- Uploaded files and entered data into records management system.
- Processed and tracked employee time sheets and submitted to head department for approval.
- Maintained organised filing systems and optimum database protocols.
- Managed daily calendar and juggled meetings for supervisor.

Education

Montserrat Secondary School

2020

4 GCSE's C+ including English

Hobbies

- Reading
- Vacation planning
- Playing sports
- Writing