Name

Address

Contact Telephone Number and e mail address

Profile

A professional and competent Executive Assistant with extensive experience working as both a PA and a Team Secretary. A highly efficient and organised individual, whose thorough and precise approach to projects has produced excellent results. Recent achievements include the implementation of an innovative new facilities booking system and an efficient administrative system.

Key Skills

* Fast accurate key board skills tested at 60 wpm
* Articulate communicator with excellent written and oral skills
* Proficient in the use of Microsoft Office

Employment History

PA to Training Manager, Company Name, Location

(April 2011 – Present)

Responsibilities and achievements

* Provided a full secretarial support service to the Training Manager and a team of five
* Reorganised the meeting booking process, implemented an electronic system which all staff could access, leading to reduced diary conflicts within the team
* Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
* Promoted a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
* Diary management, typing correspondence and documents, creating presentations and producing meeting minutes
* Organised travel arrangements including flights, hotels and other transportation and travel

Receptionist, Company Name, Location

(June 2010 – April 2011)

Responsibilities and achievements

* Presented a professional and friendly first impression to all clients and visitors
* Managed incoming phone calls and mail
* Organised stationery orders and liaised with suppliers to meet business requests
* Assumed the role of Health and Safety Officer for the entire office
* Provided general administrative support

PA, Company Name, Location

(October 2007 – May 2010)

Responsibilities and achievements

* Provided secretarial support to three senior managers
* Maintained and fleet management system
* Dealt with incoming calls and enquiries
* Typed documents and correspondence as required
* Diary Management

Education

College/School Name

(September 2004 – June 2006)

A-levels**:**

* General Studies – B
* English – C
* Mathematics – C

****School Name****

(September 1998 – June 2004)

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

Hobbies & Interests

I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two week production and relished the chance to take control of performances and react to a high-pressure environment.

References

References are available upon request.