

CLARE WHITBY-JONES

8, THE STREET, THE TOWN NG1 234 / CLAREWJONES@AOL.COM / 07456 123456

PERSONAL PROFILE

I am a highly competent Administrator with experience of working both independently and collaboratively with a wider team. I provide a high standard of support with fantastic attention to detail. I am looking for a secretarial or administrative role preferably with the opportunity of working across various departments.

WORK EXPERIENCE

SENIOR ADMINISTRATOR, JONES PLC, LEEDS

2017 - DATE Working to support the team by receiving telephone calls from clients, contacts and external and internal staff; transferring calls and relaying messages to the team where necessary; typing letters, reports, agendas, proposals, PowerPoint presentations and other general correspondence; typing of accounts including amendments and roll forward new sets. Additionally, organising and providing support at marketing events.

ADMINISTRATOR, SMITH & CO, LEEDS

2014 - 2017 Diary management, arranging meetings, booking meetings rooms, conference call lines, arranging travel, accommodation, lunches and car parking places. Ensuring the marketing software was updated with client/external contact information; working with other areas of the business including the Marketing Team by researching and applying events to the centralised networking calendar; and providing support at marketing events.

SECRETARY, RBC ADMIN, LEEDS

2012 - 2014 General administration duties including photocopying, scanning, binding, all aspects of filing (setting up new files/archiving), processing incoming and outgoing post, opening and distributing mail, supporting reception with cover during busy times and absence.

LEGAL SECRETARY, SOLICITORSRUS, LEEDS

2009 - 2012 Supporting legal advisers in relation to document production including working on complex, long and intricate documents; opening and closing files; general file management; typing of correspondence and preparing mail for signature; preparing enclosures for mail; dealing with enquiries.

EDUCATION

ABC COLLEGE LTD

1999-2001 A Level English (B), Maths (C), Art (B)

XYZ COMP

1997-1999 9 GCSES grade C or above including English (A) and Maths (B)

SKILLS

- Experience of managing own workload.
- Ability to maintain high standards and pay close attention to detail.
- Excellent keyboard skills with comprehensive knowledge of Outlook, word and data.
- Willingness and proven capability to work alone if required.
- Well-presented.
- Well-spoken with a friendly manner.
- Ability to work under pressure and meet deadlines, getting things right first time.
- Having a flexible and pro-active approach to work.
- Excellent communication skills.
- Self-confidence and ability to demonstrate initiative.
- Ability to grasp things quickly and easily.
- Enthusiastic, energetic with a positive, can do attitude.

INTERESTS

COOKING, HIKING, VISITING THE GYM, ICE SKATING

REFERENCES

Jane Smith
Administration Manager
Jones plc
123, The Street, The Town, The City NG1 234
janesmith@aol.com

John Smith
Administration Manager
Smith & Co
456, The Street, The Town, The City NG1 234
johnsmith@aol.com

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