

# James McCarthy

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## Profile:

I am a competent secretary with **7 years of secretarial and administrative experience**. I have excellent communication skills (both verbal and written) and stakeholder management experience, having previously developed strong networks within my work environment to provide more effective support. I am looking for a full time role at a city firm.

## Work history:

**Secretary** : March 2017 – date (30 hours/wk)

*Hawley and Sons Limited, Nottingham*

In this role I carried out typical secretarial duties to a high standard, including: answering telephones and minding reception, copy and oral typing, filing, monitoring and responding to emails, managing stationary for the office, handling post and booking appointments into the diary.

I was employee of the month May 2017 / August 2017 / April 2018 / October 2018.

**Senior Secretary** : January 2014 – February 2017 (25 hours/wk)

*Geoffrey and Co Limited, Nottingham*

In this senior administrative role, I took ownership of the substantial number of daily enquiries, resolving or escalating them as appropriate. My role required me to get to know the company's clients and build relationships with them and their PAs. I produced long complex house-style documents with a high degree of accuracy, together with making document comparisons. In addition, I managed the diary for senior members of staff, arranging and rebooking meetings, conference calls and lunches.

I progressed to a supervisory position, managing and training three junior members of the team.

**Secretary / Administrator** : April 2012 – December 2013 (18 hours/wk)

*Hamilton & sons Limited, Nottingham*

This role covered a range of administrative duties, including taking accurate and detailed telephone messages, accurate and regular maintenance of the company's filing systems, e-filing, and archiving, retrieving files from storage and opening new matter files, drawing up and issuing bills, keeping accurate records of disbursements/fees/expenses and organising travel arrangements (inc. flights, accommodation and dining).

**Volunteer** : July 2011 – March 2012 (35 hours/wk)

*Oxfam, Nottingham*

Whilst seeking my first position, I volunteered at Oxfam full-time in one of their busy high street stores. Responsibilities included serving customers on the shop floor and at the till, sorting new stock, creating displays, training new junior members, ensuring health & safety processes were followed and organising the rota.

## Education:

**A Levels** : September 2009 – June 2011

*Redhill Academy, Arnold*

English (A), Maths (A), Biology (B), Design and Technology (C)

**GCSEs** : September 2005 – June 2009

*Redhill Academy, Arnold*


English (A), Maths (A), Biology (B), Design and Technology (C), Geography (C), Art (C), History (C), Economics (C)

## Hobbies and interests:

I enjoy rowing in my spare time and I am part of a local City team that regularly competes at National events. I also love visiting the gym and spending time with family.

## References:

- James Brown, Manager, Hawley & Sons Limited : james@hawleyandsons.co.uk / 0115 9123456
- Holly Smith, Manager, Geoffrey & Co : holly.smith@geoffreyandco.co.uk / 0115 234567

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