


CLARE WHITBY-JONES

SECRETARY

CONTACT

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OBJECTIVE

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

WORK HISTORY

SENIOR SECRETARY | 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.

SECRETARY | 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 is 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; providing support at marketing events and various other administration duties on an occasional ad hoc basis.

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 including providing support with drinks, lunches, clearing meeting rooms, cleaning the coffee machine.

LEGAL SECRETARY | SOLICITORSRUS, LEEDS

2012 - 2014

Supporting legal advisers in relation to document production including working on complex, long and intricate documents; opening and closing files; general file management; assisting with production of monthly/quarterly reports; typing of correspondence and preparing mail for signature; preparing enclosures for mail; answering the telephone and dealing with routine enquiries, taking messages etc; making appointments/booking meeting rooms, travel arrangements and submitting expense claims for legal advisers.

..... **EDUCATION**

A LEVELS

2009 - 2011

ABC College Ltd : English (B), Maths (C), Art (B)

GCSES

2005 - 2009

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

..... **SKILLS**

- ✧ Experience of managing own workload.
- ✧ Positive attitude with strength of character and determination to succeed.
- ✧ Ability to maintain high standards and pay close attention to detail, working in a neat, tidy and methodical way.
- ✧ Excellent keyboard skills with comprehensive knowledge of Outlook, Word and data room set up.
- ✧ Willingness and proven capability to work alone if required.
- ✧ Well-presented and well spoken.
- ✧ 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.
- ✧ Excellent presentation skills reflected in work.
- ✧ Ability to maintain confidentiality at all times.

..... **PROFESSIONAL MEMBERSHIPS**

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

SINCE 2015

INSTITUTE OF ADMINISTRATIVE MANAGEMENT

SINCE 2017

ASSOCIATION OF EXECUTIVE AND ADMINISTRATIVE PROFESSIONALS

SINCE 2018

..... **INTERESTS**

- ✧ Flying
- ✧ Bungee jumping
- ✧ Abseiling
- ✧ Indoor and outdoor climbing
- ✧ Snowboarding
- ✧ Water skiing

..... **REFERENCES**

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