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| Clare Whitby-Jones | |
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| $ | 8, the street, the town ng1 234 |
| M | clarewjones@aol.com |
| \ | 07456 123456 |
|  | www.clarewjones.com |
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| OBJECTIVE | I am a highly competent Administrator 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. |
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| EDUCATION | **ABC College Ltd**  A Level English (B), Maths (C), Art (B)  [**https://www.cvtemplatemaster.com**](https://www.cvtemplatemaster.com)  **XYZ Comp**  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 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. |
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| WORK HISTORY | |  |  | | --- | --- | | **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.   |  |  | | --- | --- | | **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. |

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