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| ALICE JONES    ADMINISTRATOR  123, The Dairy  Swinton  Derby DE1 234  (01332) 123456  alice.jones@aol.com   |  |  | | --- | --- | | “ | Alice has excellent attendance and timekeeping, a  high level of discretion and judgement, and a professional appearance and attitude.”  ~ JANET LONG, CEO HAPPY COMPANY LTD |  |  |  | | --- | --- | | “ | Alice has great interpersonal skills. She is well organised and able to prioritise her own work load.”  ~ BOB BROWN, CEO, BRILL COMPANY & CO LIMITED | |  | **OBJECTIVE**  I am an accomplished administrator with strong organisational skills and proven administrative experience. My previous roles have demonstrated that I am a team player with excellent attention to detail and the ability to remain calm and professional under pressure. I am looking for a senior administrative role.  **KEY SKILLS**   |  |  | | --- | --- | | * Experienced in credit control of Accounts. * Payroll responsibilities. * Marketing Administration. * Management of Customer Databases through a CRM. * Excellent phone manner and ability to deal with inquiries in an efficient, expedient and customer focused way, ensuring that the customer receives a professional service. * Great support planning skills | * Ability to effectively engage with colleagues and external stakeholders. * Diligent with great attention to detail, good at ensuring paperwork is in order and reporting to management. * Cheerful disposition with a positive, can-do attitude. * Competent in the use of Microsoft systems including MS Word, Excel, PowerPoint, Access to a high level. |   <https://www.cvtemplatemaster.com>  **WORK EXPERIENCE**  **Administrator**  *Happy Company Ltd ~ 2015 – 2018*  I worked with the Operational team to provide planning and administrative support to the Partnering Manager. My responsibilities included being a point of contact for collating and paying invoices, general book keeping, collating and management of key financial information, credit control and maintenance of existing supplier relationships. A key aspect of the role was to communicate effectively, by phone and email, with senior directors and their PAs from both within the Company and external stakeholders.  **Administrator**  *Brill Company & Co Ltd ~ 2011– 2015*  In this busy role I was responsible for administrative duties such as typing, copying, data input, filing, scanning etc, answering and dealing with telephone and e-mail enquiries, maintaining filing systems – electronic and manual, handling personal information and data in a confidential manner, managing surveyor/installer diaries and preparing surveyor/installer work packs.  **Administrator**  *Workforus Limited ~ 2009 - 2011*  This role encompassed administrative duties such as typing, copying & compiling data, maintaining & filing records and reports, and handling paperwork. I was also required to manually and electronically input written information in to SAP.  **QUALIFICATIONS**  **Advanced Certificate in Bookkeeping (Level 3)**  *AAT, 2017 – 2018*  **Foundation Certificate in Bookkeeping (Level 2)**  *AAT, 2016 – 2017*  **Foundation Award in Accounting Software (Level 2)**  *AAT, 2015 – 2016*  **Access Award in Bookkeeping (Level 1)**  *AAT, 2014 – 2015*  **Access Award in Accounting Software (Level 1)**  *AAT, 2013 – 2014*  **A Levels**  *Super College Limited ~ 2011-2013*  English (A), Maths (A), Art (B), Media (B)  **GCSEs**  *Super School ~ 2008-2012*  9 GCSEs grade C and above including English (A) and Maths (A)  **INTERESTS**  Knitting, Reading, Cooking, Jewellery Making, Photography, Scrapbooking. |

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