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|  |  |  |  |  |
|  |  | CLARE WHITBY-JONES8, 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) |

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|  |  |  |  |  |
|  |  | **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 SmithAdministration ManagerJones plc123, The Street, The Town, The City NG1 234janesmith@aol.com | John SmithAdministration ManagerSmith & Co456, The Street, The Town, The City NG1 234johnsmith@aol.com |

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