**ELLIE** JENKINS-BROWN SECRETARY

123, Old Street, Derby DE1 3DY | 01332 123456 | elliejb@gmail.com

I am a competent secretary, bookkeeper and administrator with experience both in a commercial environment and working for the family business. I am comfortable with all typical secretarial duties from answering the phones to payroll, VAT returns and creating reports. I am a competent user of MS Word, Excel and Sage. I am looking for a role Monday to Friday with hours between 9am and 5.30pm.

**WORK HISTORY**

**FUND RAISER |** DERBY COMMUNITY CENTRE

**FEBRUARY 2018 - DATE**

Whilst on my planned career break, I volunteered as a fund raiser for the local community centre, which included organising events, PR / marketing, negotiating sponsorship and canvasing for prizes.

**SECRETARY |** ROSY FARM, DERBY

**MAY 2015 – MARCH 2017**

* Supporting 3 directors and 14 members of staff, taking and routing phone calls, dealing with routine enquiries.
* Handling incoming and outgoing post.
* Daily bookkeeping, paying bills and doing payroll, completing VAT returns.
* Diary management and filing.
* Producing bi-weekly reports for the Directors.
* Drafting correspondence as and when required.
* Ensuring offices supplies are maintained.
* Using MS Office and Sage.

I left this post for a planned career break to have my daughter Sophie, who is now 2.5 and attending nursery full time.

**SECRETARY |** GARY’S BOXES, DERBY

**MAY 2009 – APRIL 2015**

This was my husband’s business which is a fruit and veg basket subscription service. It was sold in April 2015. My full time role included:

* Answering the phone and dealing with most enquiries.
* Filing.
* Managing office supplies including packaging.
* Entering data into Sage.
* Managing customer and supplier accounts including paying bills and chasing debts.
* Creating month end reports.
* General accounts housekeeping and reconciliations.
* Ensuring highly accurate records are maintained.

**QUALIFICATIONS**

**Microsoft Office (MOS) Certification Diploma |** PITMAN TRAINING

**SEPTEMBER 2019**

I took this 6 week course to refresh and improve my skills. My specialisms were Word Expert, Excel Expert, PowerPoint and Outlook.

**GCSEs |** DERBY COMPREHENSIVE

**SEPTEMBER 2006**

9 GCSEs including English (B) and Maths (B).

**SKILLS**

* Comfortable liaising with directors, staff, suppliers and clients.
* Competent with MS Office (Word, Excel, Outlook)
* Typing speed 40 wpm oral, 50 wpm copy
* Bookkeeping, competent user of SAGE
* Payroll and VAT returns
* Able to create accurate reports
* Use of phone system (Avaya IP Office 500)
* Proven ability to work under pressure and to tight deadlines
* Good organisational and time management skills.
* Proven ability to work effectively both on my own initiative and as part of a team.

**INTERESTS**

When I’m not at work, I enjoy long walks in the Countryside, visits to the gym and volunteering at my local community centre.

**REFERENCES**

Alan Jones, Community Centre Director

Derby Community Centre

alanjones@aol.com

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Scarlett O’Hara

Rosy Farm

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