JOSEPHINE BLOGGS

Personal Assistant

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## Summary

* Highly experienced Personal Assistant with 15 years’ experience of working within the financial sector, including supporting Partners and team members.
* Organised individual with good time management skills, and the ability to work to deadlines.
* Professional with strong communications skills, able to work well with others and build strong relationships.
* Extensive expertise in administration, and managing busy itineraries, ensuring Partners can focus on their day-to-day roles.
* Confident and always eager to learn new skills, both professionally and personally.

## Key knowledge, skills & expertise

* Administration – Strong administration skills, including managing diaries and typing correspondence.
* Communication – Able to build positive relationships with others and work well with teams.
* Organisation – Highly organised and detail oriented, with the ability to manage conflicting responsibilities, and work well under pressure.
* Microsoft Office – Experienced in Microsoft Office, including Word and Excel.
* Finance Sector – Extensive experience in the financial sector, and a strong understanding of the everyday structure of the sector.

## Work history

### Personal Assistant

#### Feel Good Bank **|** May 2016 - Present

* Supporting 2 Partners with everyday administration tasks, including managing their day-to-day tasks.• Managing calendars and diaries for personal and professional activities and issuing reminders, as necessary.
* Planning travel and coordinating arrangements, including dealing with last minute requests.
* Responding to and prioritising emails as required.
* Managing telephone calls and relaying important messages.

### Personal Assistant

#### Abba Finances Ltd **|** June 2010 – May 2016

* Scheduling personal and professional appointments for Partners within the firm.
* Managing emails and phone calls, and prioritising responses in order of urgency.
* Creating proposals for projects, and presentations to use at meetings.
* Replying to information requests, in a timely manner.
* Attending minutes and taking meetings as required.

### **Senior Administrator**

#### Loans for You **|** Jan 2006 – May 2010

* Providing general administrative support to senior managements and supervisors within the department.
* Building positive relationships with senior managers and colleagues throughout the business.
* Creating reports and writing correspondence, as necessary.
* Using Microsoft Office packages daily, including Word and Excel.
* Acting as mentor for the Administrator, offering advice and training when required.
* Providing cover the Administrator when necessary.

### Administrator

#### People Agency **|** May 2005 – Jan 2006

* Greeting clients on arrival at the office, and ensuring key details were obtained.
* Supporting the Recruitment Consultants with day-to-day administrative tasks, including update the system with candidate information, and sending out correspondence.
* Answering telephone calls and distributing to the relevant Consultant.
* Posting jobs and managing the inbox, forwarding applications to the appropriate person.
* Taking minutes at meetings, when required, including for company updates.
* Arranging meetings with candidates and managing calendars for Consultants.

### Administrator

#### Purple Recruitment **|** Apr 2001 – Apr 2005

* Acting as the first point of contact for candidates at reception.
* Dealing with candidate paperwork and updating the system as required.
* Typing correspondence on behalf of the Consultants, including letters and minutes.
* Responding to general emails and distributing these to the relevant Consultant.
* Arranging meetings and managing the diaries for the Consultants.
* Attending meetings on company updates and keeping up to date on any changes with the business.

### Administrative Assistant

#### Regal Finance **|** May 1999 – Aug 2000

* Managing incoming and outgoing mail, ensuring these are recorded and distributed to the appropriate person.
* Scanning relevant documentation, as required.
* Dealing with customer queries via telephone, email and letter, ensuring a prompt reply.
* Scheduling meetings on behalf of Senior Management and attending meetings where required.
* Processing invoices and ordering office supplies as required.
* Providing cover at reception during busy periods, absence and holidays.

Office Junior

C & G Technology **|** Jan 1997 – May 1999

* Answering and transferring telephone calls to the relevant people.
* Responsible for welcoming visitors on their arrival, taking the appropriate details where required.
* Carrying out general administration duties, such as photocopying, typing letters and filing.
* Entering data into the system and updating key information.
* Providing support to all members of staff, including arranging travel and other ad hoc duties.
* Using Microsoft Office packages daily, including Word and Excel.
* Attending team and company meetings as required and helping with the set-up of meeting rooms.

## Professional Qualifications & Education

#### **City of Westminster College** |1998 - 2001

* BTEC Level 1 Diploma in Business and Administration
* BTEC Level 2 Certificate and Extended Certificate in Business
* BTEC Level 3 Extended Diploma in Business

References are available on request.

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