Name

Address

01234 000000 • 0113 000 0000 • name@mail.com

Personal statement

An experienced Office Administrator, with over six years’ worth of admin experience. Proven track record of success, including extensively improving efficiencies within my current organisation through the implementation of new indexing and filing systems. Also have a wealth of experience with regards to effectively liaising with multiple stakeholders around the business on a number of different projects.

Currently studying for my EA Diploma, and looking for a part-time position to complement my schedule. Extremely flexible with regards to working hours.

Key Skills

* 80 words per minute typing
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Highly adaptable, and able to pick up new systems quickly and efficiently
* Currently studying for an Executive Assistant Diploma

Employment History

Office Administrator, Company Name, Location

(April 2013 – Present)

Achievements and responsibilities:

* Implemented a change of stationery supplier, reducing costs by 20%
* Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
* Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
* Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
* Diary management, typing correspondence and documents, creating presentations and creating meeting minutes

Admin Assistant, Company Name, Location

(June 2010 – April 2013)

Achievements and responsibilities:

* Maintaining and organising the company filing system
* Managing incoming phone calls and mail
* Organising stationery orders and liaising with suppliers to meet business requests
* Drafting email correspondence for senior management team
* Also assumed the role of fire/health and safety officer for the entire office staff

Secretary, Company Name, Location

(October 2009 – May 2010)

Achievements and responsibilities:

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* Presenting a professional and friendly first impression of the firm to all visitors and clients
* Answering incoming calls
* Typing all necessary documents and correspondence as required
* Printing any supplementary notes as required
* Running professional errands

Education

College/School Name

(September 2007 – June 2009)

A-levels**:**

* Mathematics – B
* English – C
* Business Studies – C

****School Name****

(September 2001 – June 2007)

10 GCSEs, grade A-C, including Maths and English

Hobbies & Interests

I’ve been riding horses all my life, and I’m extremely passionate about all things equine. I’ve entered numerous competitions, where I’ve seen a great amount of success both local and on a county level, especially within dressage. I have been volunteering at a friend’s stables for over four years, and recently helped organise a charity ball to raise money for maintenance and repairs – something which included designing and sending invitations, organising venues and booking entertainment for the evening.

References

References are available upon request.