First Name – Last name

Address

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

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results.

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
* Accredited member of APA (Association of Personal Assistants)
* Fully qualified first-aider

Work experience

PA to Personnel Manager, Company Name, Location

(April 2011 – 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

Front of House Receptionist, Company Name, Location

(June 2010 – April 2011)

Achievements and responsibilities:

* Presenting a professional and friendly first impression of the firm to all visitors and clients
* Managing incoming phone calls and mail
* Organising stationery orders and liaising with suppliers to meet business requests
* Replenishing and restocking the bar, always ensuring high level of stock management efficiency
* Also assumed the role of fire/health and safety officer for the entire office staff

Secretary, Company Name, Location

(October 2007 – May 2010)

Achievements and responsibilities:

* Maintaining and organising the company filing system
* 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 2004 – June 2006)

A-levels**:**

* General Studies – B
* English – C
* Mathematics – C

****School Name****

(September 1998 – June 2004)

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

Additional information

I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two week production and relished the chance to take control of performances and react to a high-pressure environment.

References

References are available upon request.