Name

Address

GSM • Tel • namesurname@gmail.com

Personal statement

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. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

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

Employment History

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

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

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

References

References are available upon request.