Name

01234 000000 • Location • name@mail.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

* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Fully qualified first-aider
* Great work ethic
* Punctual
* Flexible

Employment History

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

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

Hobbies & Interests

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.