Full Name

Home Address

01234 000000 • 0113 000 0000 • name@email.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 event organisation system.

Key Skills

* 90 words per minute typing
* Proficiency in the Microsoft Package: Access, Excel, Word and PowerPoint
* Excellent written and communication skills
* Accredited member of APA (Association of Personal Assistants)
* 8+ years PA experience working in a fast paced environment

Employment History

PA to Personnel Manager, Company Name, Location

(April 2013 – Present)

Achievements and responsibilities:

* Implemented a change of stationery supplier, reducing overall costs by 20%
* Organising complex travel arrangements, including weekly international travel; ground transportation, hotels and flights
* Organising countrywide events from initial ideas to full execution, taking into account budget, attendees and time frames
* 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 2013)

Achievements and responsibilities:

* Presenting a professional and friendly first impression of the company to all visitors and clients
* Managing incoming phone calls and distributing post
* Organising stationery orders and liaising with suppliers to meet business requests
* Replenishing and restocking office items, always ensuring high level of stock management efficiency
* Also assumed the role of fire/health and safety officer for the entire office staff
* First point of call for landlords to discuss any lease or building issues

Secretary, Company Name, Location

(October 2007 – May 2010)

Achievements and responsibilities:

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* 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

References

References are available upon request.