

## Name

### Address

01234 000000 • 01113 000 0000 • name@mail.co.uk

## Personal statement

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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 include the implementation of an innovative new filing and indexing system.

## Key Skills

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- 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

## Employment History

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### **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**

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### **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**

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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**

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References are available upon request.