

Linda MacDonald

Executive assistant resume

KNOWLEDGE OF

Scheduling meeting

Diary management

Preparing agendas

Producing minutes

Writing reports

Booking meeting facilities

Preparing briefing packs

Administrative procedures

PERSONAL SKILLS

Discreet & Trustworthy

Resourceful

Team player

Building relationships

High energy levels

Proactive

Organised

Courteous but firm character

PERSONAL DETAILS

*Linda MacDonald
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF
England, UK
T: 0044 121 638 0026
M: 0044 121 638 0026
E: info@dayjob.com*

CAREER OBJECTIVE

A professional, organised and confident individual looking for an entry level opportunity as an executive assistant. Linda is able to work in a fast-paced office environment, she can meet tight deadlines on multiple projects, all whilst unsupervised and by using her own initiative. She has an outgoing personality and a positive, confident and proactive approach to all matters. She is currently looking for a suitable position that offers opportunities for self-improvement and career progression.

ACADEMIC QUALIFICATIONS

Coventry North College	2011 - 2012
Business Administration Diploma	Pass
Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

EXECUTIVE SKILLS ACQUIRED WHILST STUDYING

- Able to provide high quality, effective administrative support.
- Devising and maintaining office systems to deal efficiently with paper flow and computer based information.
- Dealing with correspondence via post or email.
- Performing general secretarial duties.
- Receiving and linking telephone calls.
- Able to anticipate needs.
- Handling and making travel arrangements.
- Printing, binding, scanning, and gathering meeting materials.
- Proficient in the use of Microsoft Office.
- Ability to exercise appropriate judgment and discretion when handling confidential information.

KEY ATTRIBUTES

- Confident in dealing with people at all levels.
- Analyzing administrative processes and procedures for possible improvements.
- Thriving in a dynamic business environment where accuracy, hard work and flexibility are imperative.

SELECTED ACHIEVEMENTS

Executive PA Diploma
MS Office training course
Advanced First Aid Certificate

HOBBIES & INTERESTS

Linda is someone who enjoys two types of pastimes, firstly those that involve group activity and secondly those that are mentally challenging. To this effect she is a member of a regional women's soccer team and also a keen chess player.

REFERENCES – Available on request.



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