

Mark Jones

Administrative assistant resume

KNOWLEDGE OF

Diary management

Administrative procedures

Processing information

Creating spreadsheets

Multitasking

Office safety procedures

Document presentation

Keyboarding techniques

Mail & file management

CAREER OBJECTIVE

An ambitious and focused college leaver who is able to use his own initiative and is comfortable working in a busy office environment. Mark is able to ensure that an office runs smoothly by combining hard work and dedication with a sense of humour and fun. Right now he is looking for suitable admin assistant position with a company that offers a friendly and supportive environment and excellent professional development opportunities.

ACADEMIC QUALIFICATIONS

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

ADMINISTRATIVE SKILLS ACQUIRED WHILST STUDYING

- Writing up reports and correspondence.
- Accurately typing information into computer databases.
- Undertaking general office duties.
- A working knowledge of CMIS.
- Strong written and oral communication skills.
- Accurately taking messages and then distributing them to recipients.
- Raising orders, processing invoices, delivery dockets and receipts.
- Using office equipment such as photocopiers, fax machines etc.
- Professional telephone manners.
- Excellent grammatical and spelling skills.

KEY COMPETENCIES

- Advanced level of experience with MS Office (Word, Excel, PowerPoint).
- Reliable and punctual, will always turn up to work on time.
- Able to work under pressure and meet deadlines.
- High level of focus and attention to detail and accuracy in a repetitive environment.

SELECTED ACHIEVEMENTS

Fluent speaker of French, Spanish and German.
Successfully passed a online course in Business Document Production.
At college designed streamlined Document Filing System for my course tutors.

HOBBIES & INTERESTS

Mark is a self confessed techie, he is up to date with the latest technology releases and uses his spare time to run his own blog where he reviews the latest gadgets. He also likes to meet people and make new friends. He is a member of a number of friendship societies and is also a volunteer for a environmental charity.

REFERENCES – Available on request.

PERSONAL SKILLS

Communicating

Organising

IT literate

Prioritising

High energy levels

Decision making

Problem solving

Discretion

PERSONAL DETAILS

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