

# Maxine Curry

## Administrative Assistant

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### PERSONAL SUMMARY

An efficient office administrator who can ensure that everything behind the scenes of a successful company is running smoothly. Maxine is an ambitious and driven professional who can create value from day one and who is eager to further develop her career. She has extensive experience of working in a busy reception environment and during her career has worked for major blue chip companies. In addition to this she has the ability to organise own time, prioritise workloads and work to tight deadlines whilst maintaining high levels of attention to detail.



### CAREER HISTORY

ADMINISTRATIVE ASSISTANT *Insurance Company, Coventry* Sep 2014 - Present

Responsible for carrying out a range of office duties including filing, making travel arrangements, booking taxis, taking telephone messages, greeting visitors and looking after customer queries.

#### Duties:

- Supporting the overall team with administration duties including minute taking, online research & data entry.
- Ensuring strict compliance with all of the company's administration policies, procedures and ways of working.
- Assisting the general Office Manager with the management of Health and Safety requirements for the office.
- Arranging the travel and itineraries for senior office personnel such as booking hotels, train tickets and transport.
- Undertaking billing work, managing diaries, typing up correspondence, documents, minutes and reports.
- Answering telephone calls to the office, then directing calls to the appropriate member of staff or taking messages.
- Ensuring that the general office is kept tidy, free from clutter and safe to work in for all of the admin staff.

ADMINISTRATIVE ASSISTANT *Marketing Company, Coventry* Jun 2012 - Sep 2014  
TRAINEE ADMINISTRATIVE ASSISTANT *Distribution Company, Leeds* Jan 2010 - Aug 2012

### PROFESSIONAL SKILLS

#### Administrative

- Having a high level of accuracy, competency and confidentiality along with the ability to work within a big team.
- Able to act as a professional welcoming first point of contact for casual visitors & partners who come to the office.
- Can communicate effectively with colleagues, external companies, different departments and senior managers.
- Proficient using Microsoft Excel, Word, and Outlook, and also knowledgeable of the latest office procedures
- Controlling and ordering all stationery and other office equipment and supplies when they start to run out.
- A real team player within the immediate and wider group, and always helping out to get the job done.

#### Personal

- Open to constructive feedback & always listening carefully to what senior managers have to say about myself.
- Having a proactive and positive approach to work duties and prepared to go the extra mile to achieve success.
- Able to prioritise a demanding workload and can pinpoint key tasks that have to be done before everything else.
- Dynamic individual who has eye for detail and who is meticulous in following up queries, duties and tasks.

### ACADEMIC QUALIFICATIONS

*South East University* 2006 - 2009 Business Management Degree  
*North East College* 2005 - 2006 Diploma in Management  
*Sparkbrook College* 2004 - 2005 Diploma in Business Administration  
*Sparkbrook College* 2004 - 2005 Diploma in Marketing

REFERENCES - Available on request



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