

Maxine Curry

Executive Assistant

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PERSONAL SUMMARY

Maxine has an unyielding desire to achieve a high standard of work in everything that she does. She is an extremely confident, assertive and organised individual who has the ability to prioritise workloads to meet tight deadlines. In her current role she has gained a reputation for being highly proactive and flexible with the ability to manage extremely busy and ever changing diaries. An expert at ensuring that all documentation is prepared in advance for meetings. On a personal level she has the ability to build positive individual relationships with key people. Right now she is looking for a suitable position with a company that is on the look-out for bringing genuine fresh talent into their workforce.

CAREER HISTORY

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

Responsible for providing a full range of secretarial services, including typing up documents, personal expense reconciliation, making and receiving telephone calls and delivering messages.

Duties:

- Managing the flow of general correspondence including email, papers & documents through the CEO's office.
- Providing operational support to internal departments and external suppliers as per precise business requirements.
- Ensuring the CEO has all appropriate papers & information available for both internal and external meetings.
- Using Microsoft Office packages, particularly Excel, PowerPoint and Word to produce clear and concise reports.
- Ensuring that all customer related company-wide filing systems & archive records are accurate and up to date.
- Managing incoming post as well as E-mail management, and then flagging relevant priorities as appropriate.
- Researching and compiling tailored monthly analytics and ad reports for all key stakeholders and senior managers.

EXECUTIVE *Marketing Company - Coventry* Jun 2012 - Sep 2014

TRAINEE MANAGER *Distribution Company - Leeds* Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Executive

- Can be a key motivator within a team setting and able to get colleagues to perform well above their average level.
- Problem solving by applying logical and lateral thinking to issues and then coming up with viable solutions.
- Good at building relationships across different levels and with people from all social or cultural backgrounds.
- Fluent in English & German and able to convey an articulate messages in both verbal, written and electronic form.
- Detail and process-orientated and always ensuring the right tasks are done by the right people at the right time.
- Can negotiate efficiently and able to manage people's expectations in any high pressure environments.

Personal

- Conducting herself in a professional manner & able to act as a perfect ambassador for any company she works for.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Adaptable by nature, flexible in her opinions and someone who is open to changing arrangements at short notice.

ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Business Management Degree
<i>North East College</i>	<i>2005 - 2006</i>	Diploma in Management
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Business Administration
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Marketing
<i>Coventry School</i>	<i>2000 - 2004</i>	A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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