

Maxine Curry

Executive Assistant

AREAS OF EXPERTISE

Secretarial duties
Office management
Diary management
HR office experience
Filing
Photocopying

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Dedicated
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

An effective Executive Assistant who can help senior managerial or directorial staff to make the best use of their time by dealing with all the necessary secretarial and administrative tasks. In her current role Maxine interacts on a daily basis with senior staff on operational issues, and is trusted to handle and complete important tasks in their absence. On a personal level she is articulate and sensitive to the culture and diversity of those she works with. Right now she is looking for a suitable position with a company that wants to recruit talented individuals.

WORK EXPERIENCE

Company name – Location

EXECUTIVE ASSISTANT Jun 2013 – Present

Under general direction responsible for performing a full range of advanced and diversified secretarial as well as administrative functions.

Duties:

- Partnering with PA team and office staff to ensure smooth running of the office.
- Supporting HR related activities and ensuring the confidentiality of all personnel paperwork.
- Maintain high office standards and a professional working environment at all times.
- Screening incoming telephone calls and then passing them on to the right person.
- Typing up, preparing and then distributing the minutes of meetings.
- Communicating effectively on behalf of the Chief Executive.
- Keeping senior managers up to date and informed of their priorities and meetings.
- Preparing correspondence, Power Point presentations, reports, etc. as required.
- Scheduling meetings and booking meeting rooms.
- Maintaining an accurate inventory of office equipment.
- Maintaining a high level of confidentiality when handle highly sensitive material.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Ability to handle the pressure of interruptions while working on multiple tasks.
- Excellent typing skills and high level of both spoken and written English.
- Able to interact and communicate at all levels of an organization.
- Robust and resilient by nature, someone who does not give up easily.
- Experienced user of Microsoft Office Suite including Outlook, Word and Excel.
- Can coordinate multiple activities for self as well as others and manage competing priorities.

ACADEMIC QUALIFICATIONS

Nuneaton University *2008 - 2011*
BSc (Hons) Sales Management

Coventry Central College *2005 - 2008*
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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