

# Maxine Curry

## Office Assistant

### AREAS OF EXPERTISE

*Producing reports*  
*Processing the post*  
*Administrative procedures*  
*Bookkeeping duties*  
*Multi-tasking*  
*Data mining*

### PROFESSIONAL

*Spanish speaker*  
*First Aider*

### PERSONAL SKILLS

*Passionate*  
*Forward thinking*  
*Focused*  
*Hard working*

### CONTACT

*Maxine Curry*  
*Dayjob Ltd*  
*The Big Peg*  
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*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

An enthusiastic, hands-on and self-motivated Office Assistant who is able to spot when something needs doing and then do it. Maxine is a wordsmith extraordinaire, a real stickler for grammar who can produce top quality correspondence. She is willing to pick up a variety of different jobs, and do them all with a big smile. On a personal level she is an excellent communicator who is comfortable working with a variety of different people. Right now she would like to join a company where the culture is to reward and recognize individuals who work hard and succeed.

### WORK EXPERIENCE

#### *Company name – Location*

OFFICE ASSISTANT      Jun 2013 – Present

Responsible for the smooth, efficient and professional running of not only the main office area but also the front desk reception as well.

#### *Duties:*

- Writing blog posts on the company website and contributing to other social media projects.
- Meeting, greeting and talking to visitors at all levels of seniority.
- Maintaining hard copy files of all correspondence with clients.
- Ordering taxis and couriers and other external services for senior managers.
- Answering all incoming calls and then transferring them to the relevant person or department.
- Recording accurate financial and expense spreadsheets.
- Providing administrative support to the management team.
- Taking on small administrative projects within different areas of the company.
- Sitting in on meetings and taking notes.
- Taking ownership of requests for information and dealing with them.
- Using specialist office software to process information.

#### *Company name - Location*

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

### KEY SKILLS AND COMPETENCIES

- Having a genuine interest in other people and a willingness to help.
- Previous working experience of using computerised systems including payroll, and point of sale systems.
- Answering telephone calls politely and professionally.
- A good all-round working knowledge of Microsoft Office.
- Accurate typing and literacy skills.

### 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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