

Maxine Curry

Office Coordinator

AREAS OF EXPERTISE

Letter writing
Administrative duties
Reception work
MS Office
Data security
Office procedures

PROFESSIONAL

German (intermediate)
Spanish (intermediate)

PERSONAL SKILLS

Resourceful
Team player
Building relationships
High energy levels

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

An articulate, presentable and efficient individual who has the capability to devise and maintain effective office systems. Maxine has excellent secretarial, IT and customer service skills, along with a real can do attitude. On a personal level she is someone who is always happy to help out and willing to muck in where required. As a flexible and resourceful problem solver she will be the 'go to' person when things go wrong. Right now she is looking for a suitable position with a company that will offer her a step forward in her future professional growth.

WORK EXPERIENCE

Company name – Location

OFFICE COORDINATOR Jun 2013 – Present
Responsible for providing both clerical, secretarial and administrative support to senior managers, work colleagues and company directors.

Duties:

- Maintaining an updated record of the access cards issued to company employees.
- Ensuring that the reception area is kept clean and tidy at all times.
- Meeting and greeting clients and other visitors at the main reception and then directing them accordingly.
- Oversee and supervising the work of junior office staff.
- Sourcing client entertainment, booking dinners and arranging offsite meetings.
- Making tea/coffee for meetings and also ordering lunches as required.
- Organising accommodation and travel bookings for travelling senior managers.
- Managing the office switchboard and transferring calls to the right person.
- Ordering stationery and other office supplies.
- Managing courier deliveries, and the incoming and outgoing post.
- Organising repairs to faulty office equipment.
- Setting up meeting rooms for visitors and management.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Remaining calm and professional in busy and pressurised times.
- Exceptional planning and prioritisation skills.
- Extensive knowledge of Microsoft Office software packages.
- Track record of consistently meeting targets and deadlines.
- Speak with others using clear and professional language.

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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