

Personal statement

An enthusiastic and motivated Office Manager from an administrative background who has experience of office management, book keeping, minute taking and diary management. Mary has a long track record of achieving and exceeding performance as well as budget and team goals. She is more than capable of simultaneously handling complex situations and multiple responsibilities at the same time. As an enthusiastic and versatile team member she is willing to respond to the challenging needs of any role. She is currently looking to continue what has been a remarkably successful career by working for an ambitious and exciting company that wants to recruit talented individuals who can work at the highest levels.

Employment History

Finance Company - Coventry

OFFICE MANAGER April 2009 - Present

Responsible for overseeing the smooth running of the office and all the administrative systems within it. Also in charge of establishing and enforcing office policies and procedures, and for working with the management team on ad hoc tasks as required.

Duties:

- Preparing financial & non-financial reports for senior management.
- Carrying out staff appraisals, managing performance and disciplining staff.
- Managing all business enquiries via phone, email, and multimedia.
- Reviewing staffing levels to ensure that operational needs can be met.
- Giving instructions to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Producing PowerPoint presentations and high quality reports on office performance.
- Ordering and maintaining relevant office supplies.
- Assisting with the preparation and submissions of expenses for senior managers.

Quality Hotel - London

ADMINISTRATIVE ASSISTANT October 2008 – April 2009

Hospitality Company - Watford

EVENTS CO-ORDINATOR June 2008 – October 2008

Areas of Expertise

Diary facilitation	Solutions orientated	Staff appraisals	Performance reviews
Cost control	Client liaison	Being a role model	Health & Safety
Increasing revenue	Leadership skills	Staff rotas	Administering budgets

Managerial skills

- Ability to resolve administrative issues speedily and accurately.
- Developing new office operational procedures.
- Highly numerate, literate and accurate.
- Publicly recognizing the contributions of team members.
- Proof reading communications documents and proposals.
- Training new employees in office and administrative procedures.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Hospitality & Management BA (Hons)
 Sales & Marketing - Diploma
 Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.



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