

ALAN COOPER

ADMINISTRATIVE ASSISTANT RESUME

Career summary

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative activities. Well organised and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Alan is now looking for a career advancement opportunity with a company that will allow him to develop his skills & potential.

Work experience

Insurance Company

ADMINISTRATIVE ASSISTANT June 2008 – Present

Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office.

- Providing secretarial services such as minute taking, WP and diary management.
- Ensuring office procedures and systems operate efficiently.
- Handling requests for information and data.
- Setting up e-mail groups for committees.
- Circulating documents via post and email.
- Scanning and copying contracts, notes and other documents.
- Checking stationary levels and ordering new supplies.
- Opening, dating, copying and circulating incoming post.
- Raising purchase orders and chasing outstanding accounts.
- Recording, compiling, transcribing and distributing the minutes of meetings.

Local Council

OFFICE ASSISTANT July 2006 – May 2008

Academic qualifications

Nuneaton University 2003 – 2006

BA (Hons) Business Administration

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- Office procedures
- IT skills
- Reception support
- Minute taking
- Data management
- Customer service
- Diary management
- Filing / archiving

ADMINISTRATIVE ABILITIES

- Maintaining an electronic and hard copy filing system.
- Providing training and orientation for new staff.
- Coordinating and arranging repairs to office equipment.
- Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.
- Scheduling meetings and preparing agendas for them.
- Effective organizational skills.
- Organising travel & accommodation arrangements.
- Resolving administrative problems.
- Supervising other clerical staff.
- Conducting research on behalf of managers.
- Scheduling and delegating administrative tasks.
- Creating presentations and writing up reports.
- Ability to type at 60+ wpm.

PERSONAL ABILITIES

- Attention to detail.
- Punctual and reliable.
- Can work without supervision.
- Ability to cope and work under pressure.
- Good written and verbal communication skills.
- Able to work as part of a team.
- Having a patient outlook.
- Ability to multitask and manage conflicting demands.
- Ability to prioritise tasks.

REFERENCES

Available on request.

CONTACT DETAILS

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