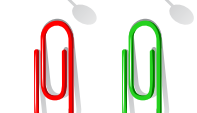
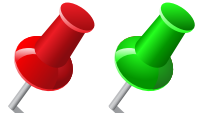
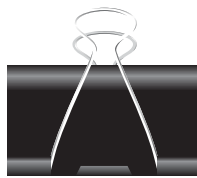


PERSONAL SUMMARY

A capable office manager with over two years experience of working in a busy administrative environment.

Possessing extensive knowledge of office management procedures and practices. Able to control budgets and also the performance of staff.



LOOKING FOR A:-

OFFICE MANAGER POSITION

CAREER HISTORY:

Coventry First Insurance company:

OFFICE MANAGER

2008 - present

CLAIRE JONES CV



Contact:

Dayjob Ltd
120 Vyse St
Birmingham
B18 6NF
Web:
www.dayjob.com

Hobbies

Swimming
Reading
Socialising
Photograph
(especially taking photos of nature)

KEY SKILLS & COMPETENCIES:-

- Forward planning and team management.
- Staff recruitment and training.
- Office administration & Health & Safety issues.

ACADEMIC QUALIFICATIONS:-

Degree in Business Administration

MIDLANDS CENTRAL UNIVERSITY 2005 - 08