

Michael Jones

The Big Peg, 120 Vyse Street, Birmingham B18 6NF, England
T: 0044 123 456 7890 - E: info@dayjob.com

PERSONAL SUMMARY

Michael has experience of undertakings such as office procedures, logging correspondence, monitoring electronic inboxes, issuing letters and dealing with administrative enquiries. In his current role he is in charge of administration relating to projects and departmental activity. He is capable of changing priorities while working quickly and efficiently in a fast-paced, client-facing and busy environment. Currently looking for suitable role where she can build her career in an exciting and inclusive environment, with ongoing training and development opportunities.

AREAS OF EXPERTISE

- Minute taking
- Call handling
- Invoicing
- Problem solving
- Data handling
- Mentoring staff
- Booking appointments
- Managing diaries
- Office procedures

WORK EXPERIENCE

EMPLOYERS NAME – ADMINISTRATOR - Location 2019 – Present
Responsible for supporting an individual or team of people with clerical jobs and administrative tasks. Reporting directly to the Office Manager any areas of concern that are likely to affect performance. Also involved in creating and managing documents, spreadsheets and presentations.

- Providing administrative support for the company's office and project management teams.
- Acting as the first line of contact for all casual or formal visitors to the company's office.
- Booking meeting rooms and conference facilities for senior managers and visitors.
- Sentence describing your work duties, keep it relevant to the position you are applying for.

EMPLOYERS NAME - ADMINISTRATOR - Location 2018 – 2019

KEY SKILLS

Professional

- Able to work with a team, take direction from others and collaborate effectively with clients.
- Identifying clerical and administrative problems and opportunities and addressing them.
- Possess the written and verbal communication skills needed to quickly bond with others.
- Supporting the office managers and department heads with running work activities.

EDUCATION

School/College/University name - Dates i.e. 2015 – 2018 - Subject(s) and grades
School/College/University name - Dates i.e. 2003 – 2006 - Subject(s) and grades
School/College/University name - Dates i.e. 2003 – 2006 - Subject(s) and grades

REFERENCES Available on request



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