

Your Name

Curriculum Vitae

AN OTHER

-Check phone message
-Professional email address

100 Park Street
Busytown,
Co Meath

Postal address optional

T: 086 888 8888
E: another@gmail.com
LinkedIn: XXXXXX

Add links

Detailed summary of what you can offer. No generic waffle.

- Outgoing, organised and client focused office administrator with over 15 years' experience of working with businesses in the logistics and marketing sectors. Excellent decision making skills with the ability to prioritise a consistently heavy workload when managing the diaries and work schedules of 5 senior partners.
- Highly developed IT and database management skills – project managed the move from a paper to an online filing system within Lee and Co.
- Recently completed Certificate in Data Management Practices at Excel College of Further Education.

CAREER EXPERIENCE

Use clear section headers for each section

Explain organisation and role

Office Administrator

Lee and Company, Sales and Marketing Agents, Dublin

2007 - 2015

- Administrator in an extremely busy office with 60 staff and responsible for the day-to-day management of the office in partnership with team of 4 office assistants.
- Proactively managed diaries for 5 senior partners and liaise with clients to organise meetings and client marketing events - average of 10 events organised each month.
- Demonstrated ability to plan and organise large amounts of information when preparing information packs for Board meetings and when taking and distributing minutes.
- Given increased responsibility to organise 3 national marketing conferences within 2 years, co-ordinated clients and speakers from over 35 different companies.
- Managed expenses claims process for senior partners and ensure they are processed in accordance with company guidelines and policies.
- Researched and implemented a new online filing system for all company records leading to a 20% reduction in filing costs over a one year period.
- Trained junior administrators on how to use new system, assign and monitor the work of the junior administrators.

Use positive language

Talk about achievements

Mention progression or promotion

Office Assistant/Secretary

ABC Freight Forwarders – Dublin

2004 – 2006

- Managed the diary of the company Managing Director and demonstrated the ability to work under pressure when coordinating complex travel schedules for over 50 employees.
- Provided a friendly and informed first point of contact for all customers contacting the company.
- Organised repairs to office equipment and maintenance of other facilities within the building - maintained spreadsheets of all company orders and activities.
- Checked and reviewed invoices and proactively and consistently followed up with clients to arrange timely payment of invoices leading to extremely low levels of unpaid invoices.

Not just WHAT you did but HOW WELL you did it.

School Secretary (part-time)
Castle Primary School, Cork

1995- 2003

Use skills based job description

- Supported Principal and teachers in this busy 200 pupil primary school with general office duties - typing, photocopying and filing.
- Dealt with day-to-day telephone and email enquiries from parents and school suppliers. Showed excellent organisation skills when assisting with planning of all school events, eg, school tours, school festivals, concerts, booksales and sporting activities.
- Co-ordinated extra-curricular activities, sourcing best providers and planning school timetable to accommodate these.

Sales Assistant (part-time)
GreatValue Store, Cork

1991-1995

- Worked in local supermarket, responsible for dealing with customers and ensuring their shopping needs were met in timely and efficient manner.
- Promoted to Supervisor after one year.

Consider putting **Education** section before **Career Experience** if reskilled for new job/career

EDUCATION AND TRAINING

Certificate in Data Management Practices, Excel College, Dublin	2017
ECDL - European Computers Driving Licence	2004
Secretarial Skills Certificate, ABC College, Cork	1994
Leaving Certificate, Bridge School, Cork	1991

IT SKILLS

Proficient in Microsoft Word, Excel, Powerpoint Access and Internet
Proficient in XYZ accountancy package - level 1 and 2
Certificate and proficiency in ABC online filing database system

Highlight relevant IT Skills

INTERESTS AND ACHIEVEMENTS

Don't just list- consider what competencies you are demonstrating here

- Full clean driving licence
- Local Scouts leader for last 6 years
- Train U10 and U12 camogie for local GAA club
- Previously active member of local school Parents' Committee - organised 3 large fundraising events

REFEREES

Get their permission to use their name

Mr John O'Brien
Manager
ABC Freight Forwarders
E: john@abc.xyz
T: 000 666666

Mrs Ann Jones
Principal
Castle School
E: ann@school.xyz
T: 000 22222