

# Name

## Address

01234 000000 • 0113 000 0000 • name@mail.com

## Personal statement

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A highly motivated and experienced PA, currently looking to resume my professional career after dedicating the last five years to raising a family. Excellent admin skills, thorough knowledge of all Microsoft Office programs, as well as proficiency in minute-taking and extensive experience liaising with clients. After volunteering for one day a week with a local charity to refresh my skills, now fully committed to continuing my career on a full-time basis.

## Key Skills

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- Advanced typing skills (around 80 words per minute)
- Microsoft Office Specialist (MOS)
- Executive PA Diploma holder
- Experienced user of ICB Sage
- Qualified in both minute taking, and shorthand

## Employment History

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### Voluntary Administrator, Company Name, Location

*(January 2014 – Present)*

Achievements and responsibilities:

- Typing correspondence
- Organising paperwork and filing documents
- Managing incoming post, and sending out any external mail
- Scheduling meetings between staff members
- Carrying out other administrative errands including photocopying, faxing and ordering stationery

### Career break taken to raise family

*(2008 – 2013)*

### PA to Managing Director, Company Name, Location

*(March 2004 – 2008)*

Achievements and responsibilities:

- Provide administrative support to Managing Director
- Taking minutes during meetings with the board, which were then later typed and filed for easy access
- Represented the MD at any meeting she could not attend, and presented back all information gathered
- Full diary management, including booking meetings, event tickets, accommodation, transportation and flights efficiently, and within an annual budget of £5,000

- Organised and co-ordinated an annual training event for more than 50 members of staff
- Answering emails, incoming calls and running professional and personal errands to ensure MD could dedicate all available time to the business

## **Office Manager, Company Name, Location**

*(October 2002 – March 2004)*

Achievements and responsibilities:

- Implemented a change of stationery supplier, reducing costs by 20%
- Reorganised the meeting room booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
- Devised and implemented a new filing and indexing system for documents, resulting in greater ease of access and a more time-efficient process
- Tracked office expenditure and prepared invoices
- Supervised all admin activities to ensure the office ran smoothly and efficiently

## **Office Administrator, Company Name, Location**

*(October 1997 – September 2002)*

Achievements and responsibilities:

- Greeting up to 50 clients a day and presenting a professional and friendly first impression of the business to all visitors
- Managing incoming phone calls and mail
- Organising stationery orders and liaising with suppliers to meet business requests
- Carrying out other administrative errands including photocopying, printing and faxing

## **Education**

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### **Executive PA Diploma**

*(April 2004 – January 2005)*

### **College/School Name**

*(September 1995 – June 1997)*

A-levels:

- English – C
- Mathematics – C
- Drama - D

### **School Name**

*(September 1990– June 1995)*

10 GCSEs, grade A-C, including Maths and English

## **References**

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References are available upon request.