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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Jane Green** | | | : | Administrator | | | 123, The Street  New Town  NG1 234  0115 9123456 jane.green@aol.com | | |
| “ | I am an Administrator with extensive experience of day-to-day office administration tasks and duties. I am a well-presented and well-spoken individual, with a professional manner and cheerful disposition. I am organised and hard-working with the ability to learn new tasks quickly and manage my own time. With excellent written and verbal communication skills, I provide an outstanding level of support to clients and suppliers alike. | | | | | | | | |
| Work history | | |  |
| Jan 2016 – date | | ADMINISTRATOR  **Acme Trading Limited** [**https://www.cvtemplatemaster.com**](https://www.cvtemplatemaster.com)  In my role I provide outstanding levels of support to clients and the team within the office. I am a key member of the team dealing with a wide range of tasks supporting my colleagues and clients. I am involved with multiple admin activities and in addition, I manage and collate client data and act as a primary responder for the phone system. | | | | | | | |
| Mar 2013 – Dec 2015 | | assistant ADMINISTRATOR  **Jones & Wright Limited**  This role required that I undertake general day to day office administration tasks and duties including meeting and greeting clients, answering calls and dealing with queries, typing up letters using templates and ensuring inbound post is sorted and distributed in a timely fashion. | | | | | | | |
| June 2009 – Feb 2013 | | office junior  **Jim Brown Limited**  In this varied role, I provided support to the department, assisting in critical data entry, producing reports and document presentation. This included, for example, checking and amending data in Excel, checking stationery stock levels, taking inbound telephone calls from colleagues and suppliers and use of a bespoke computer system as well as windows based programs. | | | | | | | |
| education | | |  |
| Sept 2007 – June 2009 | | a levels  **Hampton Higher Education College**  English (B), Maths (B), IT (B), French (C) | | | | | | | |
| Sept 2005 – June 2007 | | gcses  **Hampton Comprehensive**  9 GCSEs including English (B), Maths (B), IT (B), French (C) and German (C) | | | | | | | |
| skills | | |  |
| Specific skills | | * Daily user of SAGE, VAT, PAYE and bank reconciliation. * Book keeping/accounts experience * Proficient with MS Word + Excel * Typing speed 45wpm | | | | | | | |
| Personal qualities | | * Excellent interpersonal skills * Professional telephone manner * Commercially aware * Good communication & listening skills * Good problem solver * Strong attention to detail and a completer finisher * Positive ‘can do’ approach * Cheerful, friendly person | | | | | | | |
| interests | | |  |
| When I’m not at work, I love taking long walks in the countryside with my beautiful Labrador Retriever or holidaying in Scotland, when I get chance. My husband has narrow boat so we also enjoy taking it out on warmer days for a lazy cruise down the river, sometimes with the grandchildren ‘in tow’. | | | | | | | | | |
| references | | |  |
| JILL NORMAN, MANAGING DIRECTOR  **Acme Trading Limited**  123, The Street  Burton on Sea  Leicester  LE1 234 | | | | | JAMES SMITH, HR MANAGER  **Jones & Wright Limited**  456, The Street  Burton on Sea  Leicester  LE1 234 | | | | |
| “ | Jane is a highly competent, valuable member of our team. She has developed her skills and abilities since joining us to the highest level for her position.  *~ Jill Norman, CEO* | | | | “ | | | Jane was an asset to our company. Although she was hired to support another senior administrator, she performed her duties at an equal level and to the highest standard.  *~ James Smith, HR Manager* | |

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