

JANE HEATH

PERSONAL ASSISTANT RESUME

Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF

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Summary

An accomplished individual who has a confident and professional manner, along with exceptional multi-tasking and organisational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with Directors or senior managers. Jane possesses a proven ability to help managers make the best use of their time by dealing with their secretarial and administrative tasks. She is ready & qualified for the next stage in an already successful career & is looking for a suitable PA position with an ambitious company.

Academic

Coventry North College	2011 - 2012
Diploma in Business Administration	Pass
Birmingham South High School	
Maths	2008 - 2011
English	Pass
Geography	Pass
Physics	Pass
Business Studies	Pass
Physical Education	Pass

Knowledge of

Administrative

Business administration
Organising meetings
Taking minutes
Diary management
Preparing agendas
Secretarial duties
Business processes

Professional

Confidentiality issues
Organising
Data mining
Attention to detail
Planning
Event organising
Time management

Personal

Deadline led
Well presented
Building relationships
Multi-tasking
Articulate
Problem solving
Hardworking

Skills acquired whilst studying

- Answering and screening phone calls.
- Analysing problems and generating solutions.
- Receiving, acknowledging and replying to all correspondence.
- Building good relationships at all levels.
- Advanced IT skills with proficiency in the use of MS Office, Word, PowerPoint and Excel.
- Scheduling & rescheduling appointments, communicating to attendees.
- Proactive diary and email management.
- Producing general correspondence for both internal and external stakeholders.
- Organising and prioritising work-loads.
- Managing and booking travel arrangements.
- Maintaining a filing system and contact list.

Hobbies

Jane is a keen jogger who has raised over £4000 for local charities by taking part in numerous half marathons. She has a voluntary unpaid position as the secretary of a local running club, and is in-charge of the admin side of things. She is a very sociable person who enjoys making new friends.

References

Available on request.



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