

Example 2 - Targeted CV –Administrator

Christine Jones

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PROFILE:

A self-motivated Administrator with a wide range of experience in the business and administration industry. Able to work on own initiative and as part of a team. Proven administration skills including minute taking, report writing and diary management. First-class communication skills and an ability to manage databases and computerised systems. Dedicated to maintaining high customer service standards.

ABILITIES:

- Typing speed of 75 words per minute
- Excellent dictation and audio typing skills
- Excellent communicator at all levels
- Exceptional level of English spelling and grammar
- Ability to concentrate on routine tasks and good accuracy and attention to detail

ACHIEVEMENTS:

- Created and produced Annual Events brochure which was distributed to a number of blue-chip clients
- Secured promotion from Office Junior to Administrator within first eight months of employment
- Created and chaired monthly 'Ideas Forum' for staff members across the entire company

EXPERIENCE:

2005 - 2010	Harrington Hall, Leeds
2003 - 2005	Leeds City Council, Leeds
2000 - 2003	Caravan Council, Leeds

QUALIFICATIONS:

2006	NVQ Level 3 Business & Administration
2005	NVQ Level 2 Business & Administration
2004	NVQ Level 1 Business & Administration
2002	New CLAIT Level 1