

# Gary White

## Office Junior

### AREAS OF EXPERTISE

*Managing databases*

*Co-ordinating diaries*

*Creating documentation*

*Administration duties*

*Covering reception*

*MS packages, in particular  
word and excel*

### PROFESSIONAL

*ECDL*

*First Aid Certificate*

### PERSONAL SKILLS

*Willing to learn*

*Organised*

*Trustworthy and reliable*

*Well spoken*

### PERSONAL DETAILS

*Gary White  
34 Anywhere Road  
Coventry  
CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

An adaptable, conscientious and enthusiastic office junior who is also hardworking and motivated with a passion for a career in administration. Motivated, confident, keen to learn and with strong attention to detail as well as having excellent inter-personal skills. Possessing a 'can do' attitude and willingness to take on routine but essential tasks and looking to develop their career with a leading company.

Now looking for a suitable office junior position that offers lots of opportunity for career development and also makes best use of my existing skills and experience.

### WORK EXPERIENCE

#### ***Local Service Company – Coventry***

**OFFICE JUNIOR** June 2008 - Present

Helping with the smooth running of the office by screening incoming calls, managing the post and email, greeting visitors and other general administrative and secretarial duties.

#### ***Duties:***

- Providing general administrative support to colleagues & the Office Manager.
- Answering the phone and forwarding callers on to relevant staff.
- Dealing with all general emails & incoming calls on behalf of the department.
- Collecting outgoing post for franking.
- Collecting & sorting out the post.
- Checking that paper is filled up in photocopiers/fax machines.
- Matching, batching and Coding of all Finance invoices.
- Collecting and signing for deliveries from couriers.
- Ordering and collecting lunch for senior staff, making tea etc.
- Accurate data entry and keeping of records.
- Providing lunch break cover for the reception & secretarial teams.
- Photocopying & printing large batches of documentation.
- Greeting visitors to the office in a professional and friendly manner.
- Check the emails and voicemails of absent / sick office staff.
- Ensuring that meeting rooms are equipped with flipcharts, pens etc.
- Going to the bank and depositing cheques.
- Responsible for the ordering of stationery, printer and photocopier supplies.

### KEY SKILLS AND COMPETENCIES

- Well presented, articulate and a good communicator.
- Excellent telephone manner
- Able to work effectively in a fast busy office and when under pressure.

### ACADEMIC QUALIFICATIONS

Office Procedures - Vocational 1,2 (City & Guilds)

***Nuneaton North College 2006 - 2008***

A levels: Maths (A) English (B) Technology (B) Science (C)

***Coventry Central School 2000 - 2006***

**REFERENCES** – Available on request.

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