

Allison Sloane

Office assistant resume

KNOWLEDGE OF

Administrative duties

Reception duties

Filing

Writing reports

Excel spreadsheets

Typing & Keyboard skills

Data entry

Superb IT skills

Information management

CAREER OBJECTIVE

A positive college leaver who is organised, hardworking and more than able to provide administrative support in a busy office environment. Allison is confident about managing a busy workload, and has the ability to use her own initiative and work well under pressure. She is an ambitious individual who would like the chance to progress within a growing company. She is now looking for a suitable position with an employer who has an open, friendly & collaborative environment.

ACADEMIC QUALIFICATIONS

<i>Coventry North College</i>	<i>2011 - 2012</i>
Business Administration Diploma	Pass
<i>Birmingham South High School</i>	<i>2008 - 2011</i>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

PERSONAL SKILLS

Willing to learn

Accuracy

Professional manner

Organisational skills

Self starting

Honest and Trustworthy

Respectful

Ability to work alone

OFFICE SKILLS ACQUIRED WHILST STUDYING

- Establishing priorities and managing workload.
- Checking, monitoring and ordering office supplies.
- Answering telephone calls professionally.
- Filing paperwork and photocopying.
- Providing cover on the telephone switchboard and in a reception area.
- Dealing with queries quickly and professionally.
- Sorting and distributing internal/external post.
- Resolving administrative queries.
- E-mailing correspondence.
- Maintaining office equipment by completing preventive maintenance, arranging for repairs and monitoring equipment operation.
- Perform errands that assist daily office functions i.e. banking cheques.
- Typing documents, reports and correspondence.

KEY ATTRIBUTES

- Anticipating and meeting the needs of an office.
- Excellent verbal, non-verbal and written communication skills.
- Ensuring the confidentiality of all documentation and information.
- Competent in using Word and other Microsoft Products (Outlook & Powerpoint).

PERSONAL DETAILS

*Allison Sloane
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF
England, UK
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E: info@dayjob.com*

SELECTED ACHIEVEMENTS

Office Health & Safety Certificate
Qualified Fire Marshall
Fluent speaker of Spanish and French

HOBBIES & INTERESTS

Allison likes cooking meals for friends, learning new recipes & eating out at restaurants. She is a sociable person who loves the great outdoors, and has become a member of a hiking club, where she has made many new friends.

REFERENCES – Available on request.



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