

# Gary White

## Administrative assistant

### AREAS OF EXPERTISE

*Office management*

*Administrative support*

*Minute taking*

*Report writing*

*Presentations*

*Diary management*

### PROFESSIONAL

*NVQ (Level 2) Customer Care*

*CLAIT qualification*

*ECDL*

### PERSONAL SKILLS

*Time management*

*Proactive and assertive*

*Flexible & approachable*

### PERSONAL DETAILS

Gary White  
34 Anywhere Road  
Coventry  
CV6 7RF

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M: 0887 222 9999

E: [gary.w@dayjob.co.uk](mailto:gary.w@dayjob.co.uk)

DOB: 12/09/1985

Driving license: Yes

Nationality: British

### PERSONAL SUMMARY

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company.

### WORK EXPERIENCE

**Car Sales Company – Coventry**

ADMINISTRATIVE ASSISTANT

June 2008 - Present

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

#### **Duties:**

- Meeting and greeting clients and visitors to the office.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Organising business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Involvement in social media implementation.
- Updating, processing and filing of all documents.

### KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.
- Ability to type at least 60+ wpm.

### ACADEMIC QUALIFICATIONS

BSc (Hons) Business Administration

**Nuneaton University 2005 - 2008**

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

**Coventry Central College 2003 - 2005**

**REFERENCES** – Available on request.

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