

Miss Jones

THE CORPORATE INSIDER

PERSONAL ASSISTANT CV TEMPLATE



Sally Johnson

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PROFILE SUMMARY

[Job Title] with strong work ethic and positive attitude. Highly effective in fast-paced work environments. Accomplished [Job Title] receptive to client needs. Successful at managing task lists of even most demanding business executives.

EMPLOYMENT HISTORY

Jan 2018 - Present	Executive Assistant, ABC Company	London
	<ul style="list-style-type: none">Handled and distributed all incoming and outgoing mail for [Number]-member executive team.Created and maintained spreadsheets and developed administrative and logistical reports.Updated and implemented administrative and executive support policy changes and monitored effects.Wrote and distributed executive meeting agendas and minutes to department heads and administrative team members.Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations.Delivered optimal administrative, customer service, and case management support through [Action] and [Skill].Investigated issues and problems and drafted responses to urgent requests.	
Sep 2018 - Apr 2019	Executive Assistant, ABC Company	London
	<i>Office Excellence Award - January 2019</i> <ul style="list-style-type: none">Implemented new team onboarding program, reducing training time from 4 weeks to 2.Created itineraries, booked travel, and managed expenses for [Number]-employee corporate conference.Managed team of [Number] employees, overseeing the hiring, training, and professional growth of employees.Developed [Type] strategies, positively impacting [Type] whilst growing [Type].Adeptly handled [Number] of inbound calls per day, generating £[Number] in sales revenue annually.Developed expertise and knowledge in [Type] to ensure consistent delivery of outstanding [Type] services.	
Jan 2017 - Sep 2018	Personal Assistant, ABC Company	London

- Travelled with manager to take notes and dictation at meetings.
 - Prioritised timeline-driven items to complete projects promptly and within budget.
 - Eliminated errors by reconciling [Type] statements.
 - Handled all aspects of vehicle maintenance.
 - Maintained household inventory and maintenance schedules.
 - Created expense reports using Microsoft Excel spreadsheets.
 - Created repeat business by developing long-term relationships with regular customers.
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EDUCATION

Sept 2008- Jul 2011	University of London, BSc Business Management Grade Achieved: 2:1	London
Sep 2006 - Jul 2008	ABC Sixth Form A Levels - Business Management (B), Philosophy (C) and Science (C)	London
Sep 2007 - Jul 2012	ABC Secondary School 6 GCSE'S A-C	London

SKILLS

- Administrative support specialist
 - Independent worker
 - Legal Office Assistant certification
 - Excellent verbal communication
 - Report writing
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ACCOMPLISHMENTS

- Achieved certification through the Chartered Management Institute (CMI)
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HOBBIES AND INTERESTS

- [Insert Hobbies and Interests which can convey your personality, always ensure this is professional]