

**SARAH JONES**



**Contact**

**Employment History**

**Insert email here**

**Insert address here**

**Personal Statement**

**Key Skills**

PA to Personnel Manager, Company Name, Location

**(April 2017 – Present)**

Achievements and responsibilities:

* Implemented a change of stationery supplier, reducing costs by 20%
* Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team

Front of House Receptionist, Company Name, Location

**(June 2015 – April 2017)**

Achievements and responsibilities:

* Presenting a professional and friendly first impression of the firm to all visitors and clients
* Managing incoming phone calls and mail
* Organising stationery orders and liaising with suppliers to meet business requests



**Insert number here**

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

**Education**

College/School Name

(September 2004 – June 2006)

A-levels**:**

* General Studies – B
* English – C
* Mathematics – C

**School Name**

(September 1998 – June 2004)

10 GCSEs, grade A-C, including Maths and English

* 80 words per minute typing
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Accredited member of APA (Association of Personal Assistants)
* Fully qualified first aider

I am involved in a local amateur dramatics’ society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two-week production and relished the chance to take control of performances and react to a high-pressure environment.

**Hobbies & Interests**

References are available upon request.

**References**