

DAVID JONES

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PERSONAL STATEMENT

If you're looking for a team member who can help organise your office and paperwork my experience as an office assistant for 3 years will prove invaluable. Organising and planning comes as second nature to me and I take great pride in the detail of tasks.

QUALIFICATIONS & CERTIFICATES

- 4 GCSE's including maths and English
- Adult Certificate in Numeracy
- CLAIT Level 1

EDUCATION

- University/College Name, Location - Course Title, Grade
- School Name, Location - Grades

EMPLOYMENT

Job title: Office Assistant

Company name: Joe Blogs Ltd

Company website: www.joeblogs.co.uk

Location: Sheffield

Dates of employment: June 1999- 2009

Joe Blogs Ltd is an office stationary supplier. My role involved making sure all customer documents and orders were organised so that bills could be sent out at the right time. I worked with the sales team to make sure this ran smoothly.

Key achievements:

Creating a filing system that made everyone more organised

Organising the company database so we kept in touch with customers

Making sure the managers kept good records of customer orders

KEY SKILLS

Work based skills

- Strong communication skills
- Working well as a team
- Showing initiative and solving problems
- Good at meeting deadlines
- Good experience using Word, Excel and Powerpoint

Personal skills

- Friendly and approachable
- Organised and hard working
- Good timekeeper

- Take pride in my work

PERSONAL INTERESTS

I am team captain for my local football club and also train the under 11's. I like to travel to explore new countries and I have just started learning French.

REFERENCES

References available on request.