

## Sample CV

### Full Name

Address

Address

Post code

Email address and contact numbers

### Personal Profile

I am a quick learning, hardworking very motivated individual who prides myself on my ability to excel in any duties tasked to me. I consider myself a team player and have excellent communication and customer service skills. I am computer literate with advanced excel skills e.g. pivot tables, formulas. With 11 years' administration experience I feel I have a lot to offer my next employer.

### Skills

- Strong Attention to Detail
- Excellent Verbal and Written Communication Skills
- Team player
- Excellent Customer Service Skills
- Able to prioritise my work
- Ability to hit targets daily
- Able to work under pressure and work to deadlines
- Highly Organised
- Fully conversant on all Microsoft Packages. Advanced Level in Excel

### Career History

#### March 2010 to Present

#### Company Name

##### Administrator

- Scanning of documents 1000 per day
- Filing of documents 1000 per day
- Emails to external and internal customer's
- Telephone calls to external and internal customers with calls recorded
- Arranging courier for post
- Franking of mail
- Meeting deadlines
- Daily SLAS
- Weekly Franking statistics for billing & forecast figures
- Billing for all customers, reporting from excel to customers
- Adhoc tasks e.g. stationery ordering
- Photocopying

#### July 2006 to November 2009

#### Company Name

##### Administrator

- Checking of endowment forms

- Completing forms on behalf of customers
- Sending my work to 2<sup>nd</sup> check team before completing
- Telephone call with customers
- Meeting & greeting customers to discuss policies

### **Education**

#### **Stanground College**

NVQ level 2 + 3 Customer Service

NVQ level 2 +3 Administration

6 GSCE's (Including Maths and English)

### **Hobbies and Interests**

I enjoy spending time with my family and walking. I am creative and love making candles and cards and can often be found at craft fairs.