

Curriculum Vitae

Name:

CAREER HISTORY

Dates:

Aug 2009 ~ Date

Employer:

School
Nottingham

Position:

Administration Assistant (maternity cover)

Job Description:

- Answering inbound calls, dealing with queries and resolving to satisfactory conclusion.
- Working on the front deck in the Student Support Office, acting as a first point of call for all pupils and parents.
- Collating various academic reports using Microsoft Excel.
- Opening all incoming emails via Microsoft Outlook.
- Producing and issuing correspondence via post and Microsoft Outlook.
- Undertaking general administration duties such as collating timesheets, filing, faxing and photocopying.
- Responsible for monitoring and recording attendance and punctuality of students.
- Delivering any first aid required.

May 2009 ~ July 2009

Travelling.

Dates: Jan 2009 ~ May 2009

Employer: The Civil Service
Nottingham

Position: P/T Civil Servant/Receptionist

Job Description:

- Answering all incoming calls from general public.
- Logging all calls and details onto in-house computer systems.
- Booking appointments for international customers, liaising with local suppliers to arrange time slots.
- Maintaining a professional manner at all times, handling confidential and sensitive data.
- Completing various application forms on behalf of customers and submitting to the relevant departments.

Dates: Aug 2007 ~ Dec 2008

Employer: City Hospital
Nottingham

Position: Administration Assistant

Job Description:

- Providing administration support to Doctors, Medical Service Managers and the HR Team.
- Managing doctors diaries, filling in appointments electronically.
- Attending meetings on a regular basis, taking minutes and typing notes via Microsoft Word.
- Answering calls using a switchboard, taking messages and transferring to the relevant departments.
- Assisting with the recruitment of new staff and obtaining references.
- Preparing patient records and files for appointments.
- Completing various administration tasks to include manual filing, faxing and photocopying.

Dates: Sept 2004 ~ Apr 2008

Employer: The Blue Frog
Nottingham

Position: P/T Bar Staff

Job Description:

- Providing a high level of customer service whilst serving customers.
- Taking orders and processing cash and debit payment transactions.
- Assisting with the training of new staff members.
- Maintaining the cleanliness of bar area at all times.

EDUCATION

Dates: Sept 2004 ~ Jun 2007

Establishment: Trent University
Nottingham

Course: BA (Hons) Psychology and Educational Development

Grade: 2:2

Dates: Sept 1997 ~ Jun 2004

Establishment: King Edward VIII Upper School
Nottingham

Course: A' Levels

Drama – B
Psychology – C

AS Level English – D



GCSEs

Drama – A

Maths – B

English – B, B

IT – B

Science – C, C

French – C

RE – C