

10 Your address
Town
County
Postcode

Telephone:0000 000000
Mobile: 0000 000 000
Email: name@email.co.uk

A highly motivated and confident individual, seeking a rewarding career path
After a four year break from full time employment. Effective communicator on a one to one and
group presentation basis.
Ability to multi task and organise with a wide range of IT skills.

KEY STRENGTHS

- Fully PC Literate
- Punctual, hardworking and conscientious
- Numerate with excellent organisational skills
- Excellent communication skills, both written and spoken

WORK HISTORY

2004 **Administration Assistant** **ABC Limited, Chelmsford**

- Compiling client folders
- Liaising with internal and external clients
- Report analysis
- Organising and hosting weekly management meetings
- General administration as required

- *Part time position prior to birth of my son*

2003-2004 **Administration Assistant** **XYZ PLC, Colchester**

- Taking notes on behalf of Managing Director
- Electronic filing of xyz reports
- Project planning to value of £4000
- Progress chasing and basic procurement

- *This was a eight month temporary contract position*

2000 – 2003 **Support Worker** **A-Z Partnership, EC1**

- Planning and implementation of activities for disadvantaged children
- Working through activities alongside trained activity leader
- Ensuring a safe environment in accordance with activity centre guidelines
- Completion of activity evaluation forms for submission to LSC

EDUCATION AND TRAINING

- AQA English Entry Level 3
- GCSE IT Grade 2
- GCSE French Grade 2
- City and Guilds Certificate in:
 - ❖ Health and Safety
 - ❖ Personal Skills
 - ❖ IT
 - ❖ Money Matters
 - ❖ Careers Planning
- AQA Maths Entry Level 3
- GCSE Mathematics Grade 1
- GCSE Geography Grade 3

INTERESTS AND HOBBIES

Music, helping other and Cooking.

REFERENCES AVAILABLE ON REQUEST