

**NAME**

address

Phone

Email:

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## **CAREER OBJECTIVE**

### **Personal Assistant**

To secure an administrative position within a progressive organisation where my organisational and administrative abilities, strong interpersonal skills, and experience with computer applications are used to support the core business of the area and contribute towards the overall effectiveness of the organisation.

## **CAREER SUMMARY**

Skilled in all aspects of office administration, client relations, data entry, accounts payable and receivable, cash handling, invoicing and billing. Currently the office administrator and personal assistant to real estate owner; scheduling appointments, producing letters and reports and implementing processes to increase office efficiency.

## **PROFILE & STRENGTHS**

- Strong interpersonal and communication skills, with an excellent personal and telephone manner, enhanced by the ability to relate to people on all levels.
- A fast learner, adaptable, motivated, able to work independently and as a productive and supportive team member.
- Adept at completing demanding projects within crucial timelines

## **EMPLOYMENT SUMMARY**

**2005 – Present      Office Administrator – Main Real Estate, Sydney**

- Greeted and developed rapport with clients, business associates and service providers.
- Performed data entry and streamlined/ updated client database.
- Collected cash and credit card transactions
- Reassured and empathized with clients
- Investigated financial discrepancies
- Provided personal assistant functions

## **EMPLOYMENT SUMMARY**

### **2003 – 2005                      Marketing Support - APL, Victoria**

- Booked flights, hire cars and issued Cab Charges
- Scheduled travel, accommodation and calculated allowances
- Processed After Travel documentation
- Raised debit notes
- Processed travel accounts for payment

### **2002 – 2003                      Poolside Café Manager – Cupper Café, Malibu**

Solely responsible for all breakfast requests at Poolside Café (40 customer capacity) including greeting of customers, stock control, reconcile café sales open and secure café. Additional experience includes:

- Cater for group needs
- Engagement parties, receptions
- Business and professional clients
- Tour groups

**Referees on request**