

CONFIDENTIAL RÉSUMÉ



NAME



NAME

34, ADDRESS
M: 0400 000 000
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OBJECTIVE

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PROFILE

- ◆ Enthusiastic, open and positive, with outstanding communication skills, and the ability to build relationships on all levels, across professional, social and cultural boundaries.
- ◆ Determined and persistent, with a confident attitude, complemented by a high level of resourcefulness and initiative.
- ◆ Strong administrative and time management proficiency with the ability to anticipate the needs of the organisation and to solve problems.
- ◆ Adaptable and capable of working independently as well as a hands-on and enthusiastic member of a collaborative team.
- ◆ Excellent organisation and time management skills, able to cope with multiple tasks and work under pressure to meet demanding and challenging deadlines.

KEY COMPETENCIES

- ◆ Communications skills, written / spoken
- ◆ Problem solving and analysis
- ◆ Managing systems and processes
- ◆ Adaptable and quick to learn

PROFESSIONAL DEVELOPMENT

OH&S committee training	Speak Out - Public speaking course
Certificate in.....	Microsoft Word and Microsoft Excel training
Course in Public speaking	Course in how to deal with difficult customers

ADDITIONAL INFORMATION

IT Skills: Microsoft Office Suite, MYOB, In-Design
Volunteering: Every week "meals on wheels"

EMPLOYMENT SUMMARY – number 1

name of company

May 2000 – current

- duties
- more duties
- more duties

ACCOUNTABILITIES and ACHIEVEMENTS

- ◆ Provided high-level organisational and administrative support while maintaining strong relationships with Finance, Accounts, Facilities Management and a range of external contractors;

Achievements:

- ◆ Acted as a resource for others on a regular basis to assist with problem solving and provide guidance and mentoring for new/junior staff;
- ◆ Performed induction and performance reviews maintaining appropriate documentation.
- ◆ Established and enhanced policies and procedures to ensure compliance with relevant legislations and to improve efficiencies and save costs within the organisation;
- ◆ Maintained an up to date knowledge of issues surrounding relevant legislation and statistics and the impact changes could have on the organisation;
- ◆ Produced learning materials and resources;
- ◆ Fullfilled a range of administrative tasks including the report / procedure writing, minuting of meetings, calendar scheduling for appointments with internal and external customers.

EMPLOYMENT SUMMARY – number 2

name of company

May 2000 – current

- duties
- more duties
- more duties

ACCOUNTABILITIES and ACHIEVEMENTS

- ◆ Provided high-level organisational and administrative support while maintaining strong relationships with Finance, Accounts, Facilities Management and a range of external contractors;

Achievements:

- ◆ Acted as a resource for others on a regular basis to assist with problem solving and provide guidance and mentoring for new/junior staff;
- ◆ Performed induction and performance reviews maintaining appropriate documentation.
- ◆ Established and enhanced policies and procedures to ensure compliance with relevant legislations and to improve efficiencies and save costs within the organisation;
- ◆ Maintained an up to date knowledge of issues surrounding relevant legislation and statistics and the impact changes could have on the organisation;
- ◆ Produced learning materials and resources;
- ◆ Fullfilled a range of administrative tasks including the report / procedure writing, minuting of meetings, calendar scheduling for appointments with internal and external customers.

References: Available on request