

'Anne Example'

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Residential Status: Entitled
Full clean driver's licence

Commented [A1]: State your residential status category. For more information please see the gov.je website – "registration cards".

Commented [A2]: Where appropriate, you can include that you hold a driving licence here, as some roles require a driving licence.

PROFILE

A responsible and highly efficient individual who prioritises workloads and pays great attention to detail. Experience of managing busy administrative and customer facing roles, working well under pressure and with the utmost discretion and confidentiality at all times. A warm and friendly nature enables me to build good working relations with others and makes me a supportive team member. Studied Human Resource modules at college and am familiar with HR best practice and now wishing to pursue a career within this environment.

Commented [A3]: Your Profile should be a short, high impact statement in which to sell yourself. Tailor your skills, qualities and experience to what the employer is looking for. Should not be longer than 6 lines. Use the job description to help you with this section.

KEY SKILLS

- **Organisational** – Ability to work on several projects at once, always careful to collate, file and record specific documentation to their correct areas
- **Communication** – Experience of successfully liaising with colleagues and external partners to build a strong professional network
- **I.T.** – Proficient use of Word, Excel, Outlook and PowerPoint. Quick to learn and adapt to new database systems and software packages
- **Languages** – Fluent in French, both oral and written
- **Analytical** – Able to analyse complex data effectively and detect errors if made

Commented [A4]: Ideally you should list 4 to 5 key skills that match the job you are applying for. Evidence the skill by briefly giving an example which illustrates this skill. Make the Key Skills relevant to the role you are applying for, where possible.

EMPLOYMENT HISTORY

2011 – Present **Personal Assistant to Directors** **Hugo XML**

- Responding to enquiries from clients and business partners
- Co-ordinating seminars and in-house training
- Managing Directors' diaries and organising travel
- Producing and collating company documents for distribution including updates to staff procedures and changes to staff benefit schemes
- Processing payments for company travel expenses and petty cash items

Commented [A5]: Always start with your most recent employment and work your way back. General rule is to go back 10 years but there may be circumstances i.e. for the Finance industry which may require you to go back further.

Commented [A6]: Clearly list the dates, job title and company for each role. Tailor your CV by highlighting the roles and responsibilities held that show your experience and transferable skills that the employer will be looking for.

2007 – 2011 **Office Administrator** **Top Attractions**

- Providing daily administrative support to all departments
- Dealing with telephone, email and face to face enquiries
- Preparing presentations and reports for management using Excel and Power-Point
- Maintaining and updating the client database
- Recording monthly sales statistics

2006 – 2007 Head Receptionist The Sea-Shore Hotel

- Organising staff shift rotas
- Dealing with customer queries and complaints in a professional and considerate manner
- Working closely with other departments to ensure a high standard of service
- Cashing up tills at end of shift

2005 – 2006 Receptionist The Sea Shore Hotel

- Answering and transferring telephone calls and responding to all written correspondence
- Checking guests in and out
- Booking accommodation
- Taking payments and deposits from guests
- Providing tourist advice and booking tours and travel

EDUCATION AND TRAINING

April 2007 European Computer Driving Licence (ECDL)

2003 – 2005 FdA in Business and Management (Distinction) Jersey FE College

Core Modules included:

People in Organisations; Human Resource Management; Project and Operations and Marketing

2001 – 2003 Jersey 6th Form School

A-levels: English Literature: B Psychology: B History: C

AS Levels: Art C Geography: D

1994 – 2001 Jersey Secondary School

GCSEs: English A; French A; Maths B; Psychology B; Science B; I.T B; Spanish: C

ACHIEVEMENTS

Raised £3000 for local charities through sponsored walks and swimarathons. 2005 Received Employee of the Month Award whilst at The Sea Shore Hotel.

INTERESTS

Listening Volunteer for the Samaritans since 2011, helping people from a range of backgrounds and circumstances. Walking, member of local swimming club and yoga.

REFERENCES AVAILABLE ON REQUEST

Commented [A7]: Here list the most recent training qualifications undertaken back to secondary school, always list the most recent first. You do not need to include primary education. Think about what qualifications the employer is looking for and if the qualifications are still valid e.g. First Aid is only valid for 3 years.

Commented [A8]: Highlight relevant knowledge by listing core modules studied.

Commented [A9]: Include any other relevant information that shows your strength of character and skills. If the achievement highlights specific skills relevant to what the employer is looking for you may want to put this section at the front of the CV under the Profile section.

Commented [A10]: This can show more about your personality and qualities to an employer, e.g. commitment, team-work etc. Make it specific and meaningful, identifying interests that define you.

Commented [A11]: If you volunteer and this is not relevant to what you are applying for then you may want to include it here. If your volunteering is relevant to the role then you may want to include it under Employment History.

Commented [A12]: When submitting a CV to an employer, simply state 'References Available Upon Request' do not provide reference details until you have been offered the position, this is to protect the data of your referees. Always ensure that you have the referees consent, prior to submitting their contact information.