

Sample CV

PERSONAL DETAILS

Marie Gaines

80 Otley Road
Shipley
BD18 3SA

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Evening Tel: 01274 590066

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PERSONAL PROFILE

A conscientious and highly motivated individual used to working in a challenging environment. Always working to an exceptionally high standard in a professional manner. Willing and able to adapt to change presented by my working environment. I also possess an insatiable appetite for success.

SKILLS

Advanced knowledge of Microsoft Windows XP including Outlook, Word, PowerPoint, Excel, Lotus123 and Presentation suite.

CAREER HISTORY

P.A. to Managing Director

Federal European Ltd

12/01/1998 - present

Responsibilities include providing a professional administration support to the Managing Director as well as the organisation of extensive travel arrangements and diary co-ordination, providing export quotations, liaising with Public Relations Consultants for production of press releases

SALES & MARKETING ASSISTANT

Pure Instinct Plc

14/01/1996 – 09/03/1998

Initially as a clerical support to the Sales and Marketing team, producing all sales & marketing material including Tenders, presentations, Contracts Mail Shots, New Business Literature. I received two promotions during this period that moved me to Team Secretary with greater responsibility.

QUALIFICATIONS & EDUCATION

BA (Hons) Business Administration

AdipA Advanced Diploma in Administration Manchester University

NVQ 3 Information Technology

Work-based training

RSA Diploma in Information Technology

Bradford College

RSA 2 Secretarial Studies, Audio Typing and Shorthand

Bradford College

8 GCSE's, including Maths and English

Salts Middle School

INTERESTS

Walking

Reading

Horse Riding

REFERENCES

References are available on request