PERSONAL DETAILS

NAME	:	Miss A Smith
ADDRESS	:	Meadow View Grandes Rocques Castel Guernsey GY5 7XC
TELEPHONE	:	00000 11111
DATE OF BIRTH	:	1 January 1980
HOUSING STATUS	:	Local
LEISURE INTERESTS	:	Hockey / Cinema / Gym

EDUCATION

1991 - 1996 **LA MARE DE CARTERET SECONDARY SCHOOL**

GCSEs:	English Language	A
	English Literature	B
	Mathematics	B
	French	B
	Science (Double Award)	B
	Office Studies	C
	Business Studies	C
	Drama	C

FURTHER EDUCATION

1996 - 1997 **GUERNSEY COLLEGE OF FURTHER EDUCATION**

Diploma in Administrative and Secretarial Procedures

PROFESSIONAL QUALIFICATION

1999 - 2000 **GUERNSEY COLLEGE OF FURTHER EDUCATION**

Certificate in Personnel Practice
(Chartered Institute of Personnel and Development)

COMPUTER LITERACY

Microsoft Word, Excel, PowerPoint and Outlook.

EMPLOYMENT HISTORY

OCTOBER 2000 - TO DATE **PERSONAL ASSISTANT** **INTERNATIONAL BANK**

I am currently PA to the Banking Manager and provide full secretarial and administrative support to a department of three. Responsibilities include: -

- Preparation of all correspondence and account documentation.
- Arrangement of travel including international flight and hotel bookings.
- Preparation and collation of information for presentations.
- Maintenance of departmental holiday and sickness records.
- Arrangement of corporate events.
- Daily liaison with clients and intermediaries.

During this period, I have gained very strong interpersonal skills having dealt with a wide client base. I also have the sole responsibility for the co-ordination of various corporate events.

Having gained my Certificate in Personnel Practice whilst undertaking this position, I am keen to move to the Personnel field on a permanent basis where I can put to use the knowledge I have gained and undertake further studies.

JULY 1997 - OCTOBER 2000 **SECRETARY** **INTERNATIONAL BANK**

On leaving college, I moved to an international bank where I held the position of Junior Secretary supporting the Investment Department.

In December 1998 I was promoted to the position of Secretary, providing support solely to the Director and assisting the department where necessary. Responsibilities included: -

- Preparation of all correspondence.
- Arrangement of travel including flight and hotel bookings.
- Taking minutes of monthly management meetings.
- Preparation of presentations.
- Compilation of procedure manual for department.
- Ensuring stationary store was kept fully stocked.
- Monitoring of telephone calls and taking of messages.
- Daily liaison with other departments and intermediaries.

After being with the company for over three years there were no further opportunities for progression and I decided to move in order to broaden my experience and skill set.