**Administrator CV** *[this heading is for your own reference, please remove on your CV]*

**[Your Name]**

**[Address]**

**CV**

**Profile** *[insert a brief summary of yourself as a professional]*

I am a proactive and positive administrator with strong computer literacy and excellent interpersonal skills. I enjoy working in a fast-paced environment where I can take on new challenges and think on my feet. I have brilliant attention to detail and am able to adapt to new environments quickly.

**Key Skills** *[insert your most relevant skills to the role]*

* Excellent communication skills
* Proficient in all aspects of MS Office including Word and Excel.
* Able to work on own initiative.
* Prioritizing workload.
* Fast and accurate data entry skills.

**Core Qualifications/Education**

2011 – 2012

**Colchester Institute**

NVQ Level 3 in Business Administration

2009 – 2011

**The Plume School, Maldon**

5 GCSEs A-C including English and Mathematics

**Employment History** *[this is an example, please use your own information]*

PTY Personnel, Halstead, Essex

**Administrator**

June 2017 – May 2018

* Scanning and archiving documents.
* Conference organising – room bookings, invitations.
* Preparing boardrooms for meetings.
* Diarising appointments for staff on client visits.
* Updating internal systems.
* Covering reception as and when required.

*Reasons for leaving: Career progression.*

Bainbridge Construction Services, Maldon, Essex

**Office Administrator**

September 2012 – March 2017

* Answering incoming calls.
* Responding to client inquiries via email.
* Ordering office stationery.
* Preparing regular scheduled reports.

*Reason for leaving: Career progression.*

**Hobbies and Interests** *[insert activities you take part in that put you in your best light]*

I am an active member of Witham Ladies’ Rugby club. I also have a brown belt in karate and am an avid photographer.

***Note to reader:*** *this CV is an example template for you to use as a guide. Please insert your own information.*