

# Mary Cunningham

## Personal Assistant

### AREAS OF EXPERTISE

*Administration*

*Secretarial duties*

*Finance administration*

*Document management*

*IT skills*

*Event management*

*Diary management*

### PROFESSIONAL

*RSA II*

### PERSONAL SKILLS

*Organising*

*Confident and professional manner*

*Excellent memory*

*Remain calm under pressure*

### PERSONAL DETAILS

*Mary Cunningham  
34 Anywhere Road  
Coventry  
CV6 7RF*

*T: 02476 888 5544*

*M: 0887 222 9999*

*E: [mary.c@dayjob.co.uk](mailto:mary.c@dayjob.co.uk)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A highly motivated, confident individual with exceptional multi-tasking and organisational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with directors or senior managers. Possessing a proven ability to help managers to make the best use of their time by dealing with their secretarial and administrative tasks.

Ready and qualified for the next stage in a successful career. Currently looking for a suitable PA position with a ambitious company.

### WORK EXPERIENCE

#### *Fenn Property Management – Coventry*

PERSONAL ASSISTANT June 2008 - Present

Working in a fast paced environment, giving full administrative and secretarial support to a Senior Manager. Involved in staff training, recruitment, benefits, management of data and Health & Safety issues.

#### *Duties:*

- Provide general secretarial / administration support to senior managers & Directors
- Organising external / internal meetings attending them and taking minutes.
- Liaising with other staff regulatory authorities, suppliers and clients etc.
- Responsible for answering & screening telephone calls & face to face enquiries.
- Making appointments and arranging travel and accommodation.
- Raising purchase orders, expense claims and arranging invoices.
- Maintaining and enhancing the working environment of the department.
- Carrying out routine administrative duties like photocopying and filing etc.
- Writing reporting and briefing papers and making presentations.
- Dealing with incoming emails, faxes and post.
- Producing board meeting papers, agendas, and facilities for meetings.
- Promoting a professional image of the company.
- Responsible for stationery acquisition including periodicals and subscriptions.
- Involved in recruitment, budgets & accounts, managing junior staff & HR issues.

### KEY SKILLS AND COMPETENCIES

- Excellent communication skills able to liaise confidently with senior management.
- Good understanding of Director level responsibilities.
- An excellent level of attention to detail.
- Able to work on your own initiative and to tight deadlines.
- Excellent word processing, shorthand and effective minute taking and IT skills.
- Audio typing, word processing and shorthand experience.
- Ability to prioritise workload in a demanding team environment.
- Experience & knowledge of Microsoft Office, PowerPoint, Excel, Outlook.

### ACADEMIC QUALIFICATIONS

Business Administration Executive Secretarial HNC

*Nuneaton University 2005 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)

*Coventry Central College 2003 - 2005*

REFERENCES – Available on request.

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