

Example Performance CV

Julie Jones

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Si pone subito l'attenzione sulla decennale esperienza nel ruolo di PA, vero centro del CV impostato in questa maniera

Profile

An organised, confident and motivated PA with ten years' experience. Communicates confidently and effectively at all levels and uses initiative to meet the highest standards. Always striving to go the extra mile in order to achieve the set goal. Seeking new challenges and additional responsibility to progress career.

Achievements

Indicare una promozione dimostra la fiducia accordata dai precedenti capi

Julie ha creato una sezione "achievements", caratteristica comune del Performance CV. Viene utilizzata per mettere in evidenza traguardi e successi personali.

- Promoted to the role of PA to the General Manager whilst at Johnson's Packaging
- Completed the Girlguiding UK Adult Leadership scheme to become a Guide Leader
- Completed the Birmingham half Marathon, raising £5,000 for charity.

I successi anche extra lavorativi, come una raccolta fondi, denotano capacità di leadership

Experience

Birmingham Royal Hospital

Medical Secretary

2005-2009

- Providing secretarial and administrative support to a consultant and a team of junior doctors
- Summarising all incoming correspondence into patients' medical records
- Arranging meetings, managing diary, dealing with appointment requests
- Actioning all GP referrals, liaising with other internal and external hospital departments
- Audio typing and copy typing of clinic letters and operating lists
- Clinical coding of all incoming patient correspondence.

Birmingham City Council

Secretary

2002-2005

- Provided secretarial support to a manager of busy education department

- Drafted and typed letters and other documents
- Updated records using computer database and spreadsheet software
- Administered all incoming and outgoing post
- Ensured all filing systems were up to date.

Johnson's Packaging

PA/Administrative Assistant

1999-2002

- Supervised administrative staff and delegated tasks
- Audio typing and copy typing of documents
- Managed general manager's diary
- Organised travel arrangements for international travel.

Qualifications

First Aid at work qualification

Birmingham College of Further Education 1998

- CLAIT

Adult Centre 1989

- NVQ levels 1-4 in Business and Administration

Brunswick County Secondary School 1975 – 1986 & 1975 – 1980

- 3 O Levels Grade B
- CSE English Grade 1

Nel Performance CV la sezione qualifiche viene dopo la sezione esperienze. Serve a porre attenzione sulle esperienze professionali.

Interests

Girl Guides – Assistant Leader – assisting in the running of a local Girl Guides group

Sports – swimming, running and general keep fit.

References

- Available on request