

Resume

Personal Details

Name: Joe Bloggs

Address: 555 George Street
Dunedin 9010

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Email: Joe_Bloggs@gmail.com

Driving licences: Full Car Licence

Job Objectives

To secure a senior secretarial role in a medium sized solicitors firm, supporting the partners and using my initiative as well as my secretarial skills.

Skills and Achievement Summary

I am a proficient, high-speed computer operator having typed for 5 years, most recently in a Windows PC environment. I am competent with a wide range of computer packages, including Office XP, Mind Your Own Business and QuarkXpress. Using my knowledge of these programs I have organised lunchtime training sessions for colleagues in various programs, with excellent levels of attendance.

Personal Qualities

I am a solutions person and prefer to go to management with answers to problems rather than merely problems, as evident by the training sessions and knowledge management systems that I have set up. I can remain calm in stressful environments and place great emphasis on customer care and in portraying professional but friendly face of the organisation.

I am flexible and like to use my initiative and am always willing to take on new tasks and try new systems. I volunteered to be the first member of staff to trial the Microsoft Office software program for suitability before it was unrolled throughout the firm.

Work Experience

Dates of employment: July 2005 – Present

Employer/Company: Parfitts

Type of Organisation: Solicitors Firm

Your Position: Legal Secretary

Responsibilities and Achievements:

Experience in estate work, trusts, litigation and resource management, including preparation of a wide variety of court documents, client correspondence, residential and industrial leases, settlement statements and accounts. Experience in legal forms, templates, macros, precedents and document management applications.

Dates of employment: Jan 2002 – June 2005

Employer/Company: Firths

Type of Organisation: Solicitors Firm

Your Position: Word Processing operator

Responsibilities and Achievements:

Audio typing and copy typing of correspondence, reports and legal documents for six authors. Scanning and proofing documents.

Education and Qualifications

Education/Qualification Gained: Level 3 National Certificate in Business Administration and Computing

Date: December 2004

Institute Name: Otago Polytechnic

Education/Qualification Gained: NCEA Level 3

Date: December 2003

Institute Name: Kings High School

References

Name: Peter Ellis
Position held or relationship to you: Managing Partner, Parfitts Solicitor
Phone: 03 373 9472

Name: Amanda Brown
Position held or relationship to you: Associate Partner, Firths Solicitors
Phone: 09 839 8484