

**BELINDA STACEY**

Including a personal profile is a good way to introduce yourself. Ensure it conveys your experience and 'hard skills' so that the employers knows what they're about to expect.

An efficient, organised and conscientious Personal Assistant with ten years of secretarial, administrative and communications skills. Worked as part of a large team at Rostrum TV Productions and as an independent PA at Ecowatch. Proactive and hard-working with solid experience of working for top-level directors. Skills include full MS Office proficiency and 80wpm typing.

**EMPLOYMENT**

- Jun. 2004 – present Providing PA cover for blue chip companies in Birmingham such as Orange and HSBC
- Dec. 2003 – Jun. 2004 Maternity leave
- Nov. 1998 – Dec. 2003 PA to Director of Marketing and Director of Finance, Rostrum TV Productions, Bristol
- Nov. 1997 – Nov. 1998 Worked/travelled in Australia and New Zealand. PA to film company CEO in Sydney
- July. 1994 – Nov. 1997 PA to Personnel Manager, Ecowatch (environmental charity), Birmingham

• If temping, always list any prominent companies. Big names can lend credibility to a CV.

• If you left your company and didn't return because they couldn't offer you flexi-hours etc, you may get asked why you left. It's always important to be honest – perhaps your situation has changed and you can work full-time again.

• Play up your gap year especially if you worked. Employers are interested in what you have gained from time abroad.

**KEY SKILLS**

• The categories of skills you choose depend on your job so you need to assess your own needs here. Look at job ads for the sort of jobs you are going for to obtain examples of the most asked-for skills to help you decide.

**Organisational**

- Setting up efficient and sustainable working practices from easy filing systems to managing multiple diaries
- Arranging conferences and large meetings. Set up five annual Rostrum TV International Summits for 400 people
- Provided a calming influence when working under pressure e.g. during Rostrum's merger with a US company
- Currently arrange ten overseas appointments a day including travel and accommodation for blue chip clients

**Communication**

- Experience in dealing with and talking to board members and senior directors. Daily contact with CEO of Rostrum
- Excellent telephone manner and welcoming clients; daily contact with clients and guests of top directors
- Currently produce high-quality documents and slides for CEO's presentations and meetings with blue chip clients
- Observant and pay attention to detail – edited and proof-read large dossiers e.g. budget reports at Ecowatch

• Customer care skills are highly valued in the workplace so highlight these with evidence.

• Always illustrate with examples to back up your words.

• Always state the skill first, then offer actual examples to illustrate your experience. Avoid soft words such as 'can' and 'able'

• Use phrases such as 'Experienced in' and 'Skilled in' rather than 'Comfortable with' or 'At ease with'.

**Vocational**

- MS Office – excellent knowledge of all applications (Word, Excel, Access and PowerPoint)
- Internet and email-proficient including internal email systems e.g. Lotus Notes, MS Outlook
- Trained in Communication skills, Conference organising and advanced MS Word, Access, Excel and PowerPoint
- 80wpm touch typist, 100 wpm shorthand and audio typing skills - trained with Pitmans and RSA

• Employers tend to appreciate courses and hard skills so play them up and provide details.

**PROFESSIONAL ORGANISATIONS**

Member of National Association of PAs. Attend monthly meetings and contribute features to newsletter. Member of Blue Chip PAs which offers training and support to PAs in high profile companies.

• Many people forget to list professional organisations they belong to so always mention this.

**EDUCATION**

June 1994 – Professional PA/Secretarial Diploma, London College  
June 1993 – 3 A-Levels in English, History and Geography, Ludgrove Secondary School, Leamington Spa

**PERSONAL DETAILS**

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Date of birth: 10.02.75

• Generally, avoid using too many pronouns in your CV e.g. 'I did this' 'I did that' but one or two are fine.

**INTERESTS**

Keeping fit, tennis – I play weekly at a tennis club - and dressmaking. I have also started a photography course at West London College and enjoy travelling

• Travelling is often listed under interests but a couple of holidays a year to Spain doesn't really count. Only include this if you have a genuine interest and take unusual trips which you could talk about during an interview.

**References available on request**