

April 2001 – Current

Personal Assistant to GM

Wesfarmers CSBP

Wesfarmers CSBP is one of the largest manufacturers of Agricultural and industrial chemicals in Western Australia. The GM is responsible for all operations, safety and commercial performance of the site. My role was to support the GM and to work on special projects as desired.

Duties include:

- Drafting correspondence, and word processing
- Powerpoint presentations
- Events co ordination
- Meeting and diary management
- Development of adhoc and periodic reports using Excel

(More detail as required)

Achievements:

- Reduced recruitment agency costs by 33% by implementing internal relief program for administration staff
- Met tight deadlines with respect to high level reporting
- Developed a confidentiality policy for all written and verbal communications during the takeover bid for xxxx. There were no commercial in confidence leaks during this period
- Was selected to accompany the Head Office Executive Team when they conducted an international fundraising roadshow

(Repeat for each role)

Etc

Etc

Very important to give the reader an understanding of the context of the role in which the candidate was operating; also the level of responsibility in terms of budget, people or outcome.

It must be noted that a CV is a marketing document and the reader is interested in knowing what achievements or outcomes the candidate has individually delivered or what role they played as part of a larger group.

These achievements MUST be SPECIFIC, at best QUANTIFIABLE and VERIFIABLE by referees.

Additional Training/Skill sets

Software Skills

MS Office – Advanced on Word, Powerpoint, Excel and Access database
77 wpm typing speed

Other

IP Office telephony systems

It is critical to remember as a candidate that your CV is no longer read by a person in the first instance.

Almost every Executive Search or Recruitment company uses technology to scan and rank CV's according to their fit to a role, prior to a consultant reading the document. The technology does this by scanning CV's for key words or phrases which match the description of the position supplied, or the experience desired by the potential employer.

If you choose to present a brief resume on the assumption that a consultant should know what it represents, you risk not being identified, especially when applying online.

Statement*

This section is optional

I am dedicated to furthering my career as a professional Executive Assistant. I would like to work for a CEO of a major public company.