

SAMPLE RESUME

NAME: Sally Sample

ADDRESS: 7 Smith Street
Smithville NSW 1234

CONTACT PHONE: 0404 123 456

NATIONALITY: Australian

**COMPUTER
SKILLS:**

Word 2000
Excel 2000
Powerpoint 2000
Outlook 2000
Accounts – data entry
Microsoft Certified Systems Engineer
Microsoft Certified Professional
Windows NT4
Windows 2000 Server
Exchange Server v5.5

OFFICE SKILLS:

Office Administration
Staff supervision
Dictaphone typing
Typing speed 78 wpm 98% accuracy

**PERSONAL
INTERESTS:**

Travelling
Snow Skiing
Hiking, walking, jogging
Motor bike riding
General interest in most sports

**PERSONAL
ATTRIBUTES:**

Honest
Multi tasker
Work well under pressure
Outgoing and enthusiastic
Attention to detail

**EMPLOYMENT
HISTORY:**

Company: Public Relations Worldwide
Duration: Jan 2000 – Current
Position: Personal Assistant/Office Manager

Duties: Personal Assistant to Deputy Chairman, Director Public Affairs
Travel arrangements
Diary management
General correspondence
Monthly expenses (personal and office)
Client meetings

Office Manager

Supervision of Receptionist
Supervision of 3 PR Co-ordinators
Upkeep of office equipment, photocopiers, fax etc
Responsible for Policy and Procedures manual
Certified OHS Representative
Telecommunications
Office budgets - stationery, business cards, etc
Building security

Systems Administrator

Administration of network (NT4 Server)
Purchase and install hardware and software
Day to day support of 35 users
Responsible for IT Budget
Training on various software products
Set up of Disaster Recovery Plan
Administration of Exchange Server v5.5

Company: Bond Pty Ltd
Duration: 1995 – 2000
Position: Personal Assistant/Systems Administrator

Duties: Personal Assistant to CFO
General correspondence
Typing of Annual Reports for both companies
Liaise with Annual Report printers/designers
Organise shareholder AGM for both companies
Assist in listing Petsec Energy on NASDAQ
Stock Exchange
Monthly expenses
Telecommunications

Systems Administrator

Day to day maintenance of Novell v3.11 network
Conversion of Novell network to Windows NT4
Day to day support of 20 end users
Computer support for 10 travelling Geologists
Purchasing of hardware and software

EMPLOYMENT

HISTORY:

Company: Smith and Sons
Duration: 1988 – 1995
Position: Secretary/Systems Administrator

Duties: Secretary
Dictaphone typing for 2 partners
Travel arrangements
Diary management
General correspondence
Supervision of Receptionist
Design and set up client bulletins and newsletters
Bookkeeping, Profit and Loss and Balance Sheets
Maintain quantities of office stationery

Systems Administrator
Administration of Novel v3.11 network
Purchase and install hardware and software
Day to day support of 15 end users
Installation and training of accounting software
at client sites
Data processing – Solution 6
Write/format profit and loss statements and
balance sheets

1987 – 1988 Travel around New Zealand

Company: Mitchell & Co
Duration: 1981 – 1986
Position: Computer Operator/Secretary

Duties: Data processing – Paxus
Debtor, Creditors – invoices and statements
Dictaphone typing
Customer services
Petty Cash
Relief Receptionist

REFEREES:

Ken Brown – Deputy Chairman, Director Public Affairs
Public Relations Worldwide
Phone: 0403 111 111

Michelle Smith - Financial Manager
Public Relations Worldwide
Phone: 9666 1111