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| **Sylvia Tuckerman**Secretary |  | * 13 years+ of varied secretarial experience (education, HMP, legal).
* Highly competent in a wide range of secretarial and administrative skills.
* Seeking a new role with full time hours.
* Excellent references available on request.
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| Work historySupport Secretary (Part time)**University of London / April 2019 – date**I currently work 14.5 hours per week providing general secretarial and administrative support for several departments within the University.I am the main point of contact for all staff and students and deal with all matters relating to the courses, including: applications, administration of coursework and exam data and marks, offering advice on available funding, policies and procedures, and servicing the Management Committee. I also add and edit content on the course website and assist during open days, publicity and student inductions.Legal Secretary (Conveyancing)**JMP Solicitors LLP, London / May 2009 – July 2014**This role required a high level of typing content as well as other core secretarial support. * Handling client enquiries (face-to-face, phone and email).
* Completing Land Registry forms and SDLT returns.
* Carrying out searches.
* Other general administrative tasks e.g. copying, filing, audio dictation, invoicing etc.

I was made redundant from this role when the firm merged with another firm. | Key skillsAccurate oral / copy typing - 90wpmHighly IT literateCompetent with Microsoft Word, Excel and PowerpointFast and accurate notetaking – Teeline shorthandStrong verbal and written communication skillsHighly competent at using all typical office equipment Familiar with updating websites using a CMS and using MoodleFast, accurate data entryContact109 Lever St, London EC1V 3RQ07791234567 sylviatucker@hotmail.co.uk |

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| Secretary (30 hours/week)**HMP Wandsworth / August 2015 – March 2019**This role included:* Providing secretarial support in meetings as required including organising agenda, taking, distributing minutes and action points.
* Acting as point of contact for all communications to the team.
* Prioritising and distributing incoming communications to the appropriate person.
* Organising, producing and maintaining accurate records for area of work.
* Maintaining and checking establishment databases, manual filing systems and logs of information, responding within agreed timescales and producing reports as required.
* Inputting requisitions on to the finance database/processing requisitions.
* Preparing paperwork for checking by manager, conducting initial checks as required.
* Corresponding with relevant stakeholders and agencies to ensure that they are aware of information so that information was adequately shared.

Hobbies and interestsIn my spare time I enjoy going to the gym and walking my two dogs. | Education9 GCSEs including English (A) and Maths (B).Courses:* Shorthand Faster / Pitman Training, March 2016
* Shorthand Fast / Pitman Training, January 2016
* Secretarial and PA Diploma / Souters, December 2015
* Meetings and Minutes Seminar / Pitman Training, February 2015
* Secretarial Diploma / Pitman Training, August 2014
* Minute Taking Skills / Pitman Training, December 2013
* Teeline Fast Shorthand / Pitman Training, January 2014
* Legal Secretary / Souters, May 2009
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