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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 skills Accurate oral / copy typing - 90wpm  Highly IT literate  Competent with Microsoft Word, Excel and Powerpoint  Fast and accurate notetaking – Teeline shorthand  Strong verbal and written communication skills  Highly competent at using all typical office equipment  Familiar with updating websites using a CMS and using Moodle  Fast, accurate data entry Contact 109 Lever St, London  EC1V 3RQ  07791234567  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 interests In my spare time I enjoy going to the gym and walking my two dogs. | Education 9 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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