Julie Jones

32 Any Street,

Birmingham,

B1 8AB

077915577788

0121 345 67893

julie239@email.com

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| An organised, confident and motivated PA with ten years’ experience. Communicates confidently and effectively at all levels and uses initiative to meet the highest standards. Always striving to go the extra mile in order to achieve the set goal. Seeking new challenges and additional responsibility to progress career |

**Achievements**

* Promoted to the role of PA to the General Manager whilst at Johnson’s Packaging
* Completed the Girlguiding UK Adult Leadership scheme to become a Guide Leader
* Completed the Birmingham half Marathon, raising £5,000 for charity.

**Birmingham Royal Hospital - Medical Secretary 2005-2013**

* Providing secretarial and administrative support to a consultant and a team of junior doctors
* Summarising all incoming correspondence into patients’ medical records
* Arranging meetings, managing diary, dealing with appointment requests
* Actioning all GP referrals, liaising with other internal and external hospital departments
* Audio typing and copy typing of clinic letters and operating lists
* Clinical coding of all incoming patient correspondence

**Birmingham City Council - Secretary 2002-2005**

* Provided secretarial support to a manager of busy education department
* Drafted and typed letters and other documents
* Updated records using computer database and spreadsheet software
* Administered all incoming and outgoing post
* Ensured all filing systems were up to date

**Johnson’s Packaging - PA/Administrative Assistant 1999-2002**

* Supervised administrative staff and delegated tasks
* Audio typing and copy typing of documents
* Managed general manager’s diary
* Organised travel arrangements for international travel

**Qualifications**

* First Aid at work qualification Birmingham College of Further Education 1998
* CLAIT Adult Centre 1989
* NVQ levels 1-4 in Business and Administration

**Brunswick County Secondary School 1975 – 1986 & 1975 – 1980**

* 3 O Levels Grade B
* CSE English Grade 1

**Interests**

Girl Guides, Assistant Leader – assisting in the running of a local Girl Guides group. Sports – swimming, running and general keep fit.

**References**

Available on request