

Chris Brown

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Personal Statement

I am a friendly and approachable individual who is currently seeking employment in administration. During college, I studied a BTEC extended diploma in business administration and completed modules on organisation management, strategic planning, administration processes, ICT systems, resource managements and business ethics. I also completed a six-month placement at PWC, where I was able to develop my practical skills and knowledge. I am reliable, a good timekeeper and sociable team member. I possess an excellent range of written and verbal skills. Now looking for an opportunity within a reputable organisation.

Key Skills

- Excellent ICT skills developed during placements and completion of administration course.
- Able to communicate with staff, stakeholder and the general public, face to face, email or over the telephone.
- Able to prioritise workload to ensure that deadlines are met.
- Able to complete a range of administration tasks to a high standard.
- Strong attention to detail and the proven ability to keep meticulous administrative records.
- Experience of maintaining the company profile on social media platforms.

Work Placement

Oct 2018 – Mar 2019

Administration Assistant

PWC, Belfast

Duties:

- Updating records on different databases
- Inputting financial information into excel documents
- Updating the content of social media platforms
- Carried out large volumes of filing while retaining a good level of accuracy and efficiency.
- Scanned and photocopied documents.
- Supported staff with and range of administrative tasks.
- Arranged and prioritised meeting via the use of electronic diaries.
- Ordered and maintained office stationery and equipment.
- Typed up correspondence including letters, faxes, minutes and memos.

Achievements

- On placement, at PWC I Created a more efficient Word database for forms, letters and documents, which decreased production time by 20%.
- I also increase the visibility of the company on social media platforms by regular updating information on projects that different teams were involved in.

Education

2018 - 2019 Downtown Further Education College

2010 - 2018 Downtown High School

Qualifications

BTEC National Extended Diploma in Business Administration

A-Levels: English – A, Mathematics – B & ICT – B

GCSEs: English – A, Mathematics – A, ICT – A
 Sociology – B, Psychology – B & Chemistry – C

Additional Information

- Confident user of MS Office including Word, Outlook and Excel
- Typing speed of 50 pm
- Fluent in French

Interests

I am a keen amateur photographer and I have won a few local competitions. I also sell my photographs on my personal website. I also enjoy writing blogs on creative technologies.

Referees

'Available on request'.