

Emily Neil

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Personal Profile

I am a bright, hard working individual who is looking for full time administrative work. I am currently on a 12 month Working Holiday Visa and I am available to start work immediately for a period of 6 months.

Skills

- A hard worker with extensive administrative knowledge, excellent communication skills and the ability to organise and plan successfully.
- Accustomed to a fast paced work environment and dealing with a variety of tasks and responsibilities in an efficient and accurate way.
- Proficient in all Microsoft Software and able to work under Code of Conduct regarding customers/service users confidentiality.

Employment History

August 2010 – April 2011– Administrative Apprenticeship (Social Work)

April 2011 – January 2015 – Clerical Assistant (Social Work)

January 2015 – Present – Admin Protection Support Assistant (Social Work)

Responsibilities

- Front line reception management dealing with a variety of Service Users within Social Work.
- Over two years of minute taking experience under Child and Adult Protection Legislation.
- Able to work individually to meet timescales and targets and also be an engaging part of a team.

Achievements

- Meeting the most timescales after my first year within my new team.
- Gaining a permanent full time post before completing my Administrative Apprenticeship.

Education

2005 - 2010 Auchinleck Academy

SQA Results: Administration (Higher - A) English (C) Mathematics (C)

References

Available on request.