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### **Career Objective**

I am a professional, self motivated, organized, dedicated person who seeks newer challenges and more responsibilities. Efficiency and meticulousness is my forte and I have excellent communication skills and interpersonal skills. I have demonstrated the ability to work under pressure and deliver within deadlines.

### **Educational Background**

Bachelor in Personnel Management, currently pursuing

Certificate in Typing and Stenography, 2005

Bachelor of Arts, 2004

### **Work Experience**

**2007-Present:** Personal Assistant, Drawboard Tech.

#### **Responsibilities**

- Secretarial and PA services to Marketing and Sales director
- Confidential PA services to Main Director
- Implemented database usage for documentation purposes
- Improved communication systems with administration
- Involved in ad-hoc projects assigned by Director

**2005-2007:** Conference Coordinator, Keepsake Inc.

#### **Responsibilities**

- Organizing events, conferences, meetings and workshops
- Implemented new modes of documentation for compiling conference reports
- Involved in sales promotional conferences
- Provided PA services to Sales Manager

**2004-2005:** Administrative Intern, MakeWill Inc.

### **Responsibilities**

- Handled customer queries
- Processed complaints
- Entered payroll data
- Basic book keeping
- Implemented customer care processes

### **Skills**

Proficient in computers

Good inter personal skills

Ability to deliver under pressure

Good Documentation skills

Excellent stenography skills

Good typing rate

### **Achievements**

- Implemented customer care processes
- Implemented database systems for conference documentation.