

Curriculum Vitae

EXAMPLE

Jane Bloggs

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CAREER OBJECTIVE

To work in an organisation where I can incorporate my data entry, administrative and word processing experience and further develop appropriate skills.

SUMMARY OF SKILLS

ADMINISTRATION

Typing

- Legal & Medical documents and correspondence
- Typed a book entitled Humanitarian Law for Red Cross Australia -190 pages
- Typed minutes of meeting for Quality Review Group at VIDRL and also for the Video Production Group at Newmarket
- Efficient and accurate typist - typing speed: 75wpm
- Audio typing of legal correspondence for a solicitor at the Law Offices in Prahran

Data entry

- Updated records of assets
- Entered data for course details and locations when working for ESRA
- Updated residents records for the aged
- Updated students' records
- Data entry - numeric keypad speed 12000 ks/ph and alpha/numeric 75 wpm

General Administration Skills

- Switchboard operation - PABX at Wingate Ave Community Centre and Kangan Batman TAFE
- Assisted in the reconstruction of the legal/medical filing system
- Petty Cash
- Mail - incoming/outgoing
- Stock Control
- Phone and Customer Services
- Medical Terminology
- Made appointments
- Operated general office machines
- Minute taking, updated the assets manual, vehicle/hall bookings

COMPUTER

General

- Maintained and updated laboratory manuals, forms and notices electronically in accordance with NATA specification and VIDRL Quality System utilizing Microsoft Office 97.
- Maintained a recording system of document updates using excel 97 and produced analytical reports from a data source.
- Produced templates, macros, and mail merge using Word 97 and tables, queries, forms using access 97

SUMMARY OF SKILLS cont...

COMPUTER cont...

Software packages

- Advanced Microsoft Office 2000
- Word for Windows Version 7.0
- WordPerfect 5.1, WordPerfect for Windows
- Excel Version 7.0, Lotus 123
- Access Version 7.0, Data Base III and IV
- PowerPoint 7.0
- Produced invitations using Desktop Publishing skills
- Network Mini Computer, MS DOS
- MYOB V8 & V10 (Bank Reconciliation and Payroll, Accounts Receivable, Accounts Payable, Inventory, General Ledger, Producing Reports)
- Email/Internet

COMMUNICATION

- Experienced and trained in business communication
- Ability to construct business letters, memos and reports

FINANCIAL/ACCOUNTING

Accounting

- assisted in naming chart of accounts and documented inventory for the Slate Business using MYOB V10, Basic Reports, Office Tax Procedures, Accounting to Trial Balance, banking

ADDITIONAL SKILLS

Marketing

- Ability to work as a team member. I was involved in teamwork to do research/ telemarketing and script typing for a video on worm farming.

Medical

- Batched Medicare electronically and made appointments using the Medivac program.

QUALIFICATIONS

Diploma in Business (Administration) Kangan Batman Institute of TAFE Advanced database 2000, Training Category 2	2000
Certificate IV in Business (Administration) Kangan Batman Institute of TAFE Subjects: Advanced Word, Advanced Excel, File Management, Medical Terminology, Office Supervision, MYOB, Work Place Training, Project Management, Internet/Email	1999
Associate Diploma of Business (Legal Practice) Kangan Batman Institute of TAFE Subjects: Contract Law, Legal Method	1999

QUALIFICATIONS cont...

Certificate III In Business (Office Technology) Kangan Batman Institute of TAFE Subjects: Accounting to Trial Balance, Communication, Office 97, Desktop Publishing, Information Handling, Dicta Typing	1998
Certificate of Accounting Footscray Institute of TAFE Subjects: Accounting to Trail Balance, Basic Accounting Reports, Office Tax Procedures, Commercial Law	1997
Certificate in Business Computer Applications Footscray Institute of TAFE Subjects: Business Information Systems, Business Software Applications, Using Systems Software	1994
Certificate in Reception and Office Practice Broadmeadows Institute of TAFE Subjects: Mail and Records, Communication, Computer Operations, Stores and Cash Control, Telephone Operations	1994
Certificate in Occupational Studies – IT Stream Footscray Institute of TAFE Subjects: Technology Studies, Communication, Problem Solving	1993
Completed various courses related to office administration.	1985 - 1982

EMPLOYMENT HISTORY

<i>Computer Clerk</i> Computers Plus, North Melbourne	Jan 01 – Oct 01
<i>Administrative Assistant</i> Toms Tyres, Airport West	Jul 00 – Sept 00
<i>Administrative Assistant</i> Melbourne TAFE, Essendon	Jun 00 – Jul 00
<i>Administrative Assistant</i> New Work Options, Melbourne	Apr 97 – Jul 97
<i>Temp Data Entry Operator</i> CSIRO, Melbourne	Apr 97
<i>Video Production Assistant</i> Working Edge, Newmarket	Nov 95 – Apr 96
<i>Temp Typist</i> Industrial Relations Commission, Melbourne	1985
<i>Typist</i> Department of Defense, Perth	1983 - 1984
<i>Typist/Clerk</i> Skillshare, Perth	1983
<i>Typist</i> Department of Employment, Melbourne	1982 - 1978

WORK EXPERIENCE / VOLUNTARY WORK

<i>Administrative Assistant</i> The Law Offices, Prahran	Feb 00 – May 00
<i>Medical Receptionist</i> Melbourne Clinic, East Keilor	Oct 99
<i>Administrative Assistant</i> Melbourne TAFE, Essendon	Aug 98
<i>Records Officer</i> Ascot Vale Community Centre, Ascot Vale	May 98 – Jun 98
<i>Administrative Assistant</i> Salvation Army, Melbourne	Apr 98 – Jun 98
<i>Administrative Assistant</i> Melbourne Community Centre, Melbourne	Jan 97 – Jul 97
<i>Receptionist</i> Young Peoples Society, Footscray	Dec 96 – Feb 97
<i>Clerical Assistant</i> Joe Bloggs, M.P., Broadmeadows	May 94

REFEREES

Jill Bloggs

Medical Director
Company name
Address
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John Bloggs

Scientist Grade 4 Information Systems
Company name
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