

## **TINA ANDERSON**

5 Gerrald Road, Aston, Birmingham, B6 5XX

Telephone: 0121 000 0000

### **Profile**

An experienced and efficient clerical assistant with experience in accounts, ordering and invoicing, general office work. Proven ability to handle a variety of tasks efficiently. Punctual with good time management skills.

### **Key Skills**

- Typing speed - 35 wpm
- Operation of
  - Word for Windows 97
  - Fax machine
  - Photocopiers
  - Franking machine
- Routine Administrative work
  - Answering the telephone
  - Dealing with incoming and outgoing mail

### **Work History**

1993

#### **CLERK/TYPIST**

to present

PosFac Adhesives, Ladywood, Birmingham

Providing administrative support for the sales administration team.

- Typing letters, memorandums and other correspondence
- Maintaining files
- Operation of telephone and switch board
- Filing and organisation of orders and delivery records
- Processing invoices, cheques, credit and debit notes
- Data input onto computer

1990 - 1993

#### **CLERICAL ASSISTANT**

Pilkington Products Ltd. Pottington Drive, Birmingham

Provide clerical support to the Senior Administrator

- Maintained and updated records
- Input and retrieved data from the computer
- Processed flexi-time sheets

### **Education**

1990 - 1992

#### **Handsworth College, Birmingham**

- RSA Level 1 & 2 CLAIT
- IBT Level 2

1985 - 1990

#### **Marsh Hill School, Birmingham**

3 GCSEs - English, Biology and History