

Megan Reilly

Admin Assistant

Coventry 07700 900160 megan.reilly@example.com

Profile

Admin assistant with four years in a building services company's head office, supporting a team of 25. Handles phone and email enquiries, keeps job records up to date, books meetings and travel and raises purchase orders and invoices accurately. Confident in Excel and Microsoft 365. Looking for an office administrator role with more responsibility for systems and suppliers.

Work experience

Admin Assistant, Arden Building Services, Coventry **August 2022–present**

- Answer about 40 phone and email enquiries a day from customers and engineers, logging each job on the system.
- Raise purchase orders and send around 150 invoices a month, matching each to a completed job sheet.
- Book meeting rooms, engineers' travel and hotels, and take minutes at the weekly operations meeting.
- Rebuilt the stationery and PPE order sheet in Excel, so orders now go out on the same day each week.
- Handle customer details in line with the company's data protection procedure.

Reception and Admin Support (temporary), Brooksby Recruitment **2021–2022**

- Covered reception and typed letters and candidate documents for six consultants.

Education and training

Level 3 Business Administration Apprenticeship **2023**

A levels: English Language, Business, Psychology, Whitley Park Sixth Form **2021**

Skills

- Microsoft Excel (filters, lookups, pivot tables), Word and Outlook
- Purchase orders and invoicing
- Minute taking
- Diary, travel and meeting management
- Typing at about 60 words a minute