Jessica Powell

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Personal statement

I am an individual currently seeking a role in the admin/office sector. I’m organised, hardworking and have a good eye for detail.

Key Skills

* Eye for detail
* Experience of training others
* Experience of quality checking others work
* Quick learner
* Data entry

Employment History

Administrator, Irwin Mitchell

(July 2022 – October 2022)

Achievements and responsibilities:

* Print letters and post them out
* Email scanned copies of post to Paralegals/Solicitors
* Using Adobe Acrobat
* Sending emails requesting signatures
* Save documents from emails to drive
* Updating addresses on database
* Creating letters from database
* Archiving emails using Enterprise

Team Admin Assistant, The University of Sheffield

(May 2022 – July 2022)

Achievements and responsibilities:

* Scanning documents and then downloading them using Google Drive to folders
* Emailing clients requesting if they have signed forms
* Data entry
* Adding signatures to contracts
* Setting up accounts on database

Finance Administrator, Sheffield Mind

(February 2022)

Achievements and responsibilities:

* Taking information from invoices and inputting this onto a spreadsheet
* Checking to see if plans are up to date and checking to see if claims have proof of evidence
* Updating and checking annual leave requests
* Attending zoom meetings
* Using Excel and CRM

Post Room Administrator, Aviva (Paragon)

(January 2015 – January 2022)

Achievements and responsibilities:

* Printing letters and checking them for any errors before sending them out
* Sending emails internally for some letters to confirm they have been sent
* Training new colleagues and showing them how to do the work
* Testing new work that comes in before we make official
* Quality checking work that new colleagues have done to make sure it’s correct before sending
* Inputting the data amount of work that I did onto a mi system
* At end of the day, I would sort post out for it ready to be collected and sent

Mortgage Administrator, Lloyds Banking Group, Sheffield

(November 2014 – January 2015)

Achievements and responsibilities:

* Checking mortgage applications to see if they are correct
* General admin duties

Team Member, Greggs, Sheffield

(August 2014 – October 2014)

Achievements and responsibilities:

* Bagging up items and labelling them
* Customer service/till
* Cleaning

Voluntary

Y.M.C.A White Rose – Shop assistant

(2014)

* Labelling clothes

Sheffield Cathedral – Data entry admin

(2014)

* Inputting donations onto the Harlequin data base

Education

The Gold Project – Sheffield College

(2013 – 2014)

* Teamwork
* English
* Problem solving
* I.T

****Eachieve****

(2013)

* I.T BTEC Level 1

****Firth Park Community Arts College (Secondary/High School)****

(September 2001 – June 2005)

Hobbies & Interests

I love cats and in my spare time I enjoy an abundance of activities including reading, playing video games, listening to music, and going to concerts, watching tv shows and films and going to the cinema.

References

Mike Jones (Aviva, Paragon)

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