

SHORT BIO

Detail-orientated Clerk with a background in Business Administration. Highly organised with a confident phone and email manner, proficient in accurate data entry and skilled in Excel and Word. Adaptable to shift work in fast-paced, time-critical environments. Quick to learn systems to maximise efficiencies and reduce turnaround times.

WORK EXPERIENCE

Senior Clerk2021 - 2025

Managed reception & admin for **two sites**; coordinated rotas, diaries and meeting rooms. Prepared packs and **recorded minutes** for clinical governance and finance meetings. Supported finance: raised **purchase orders**, matched invoices to GRNs, reconciled supplier statements.

- Standardised filing and naming in **SharePoint**, improving document retrieval by **~60%**; reduced invoice processing time from **7→3 days**.
- Implemented GDPR housekeeping: retention rules + quarterly audits; closed **100%** DSARs inside SLA.

Administrative Assistant2019 - 2021

Kerrington & Co. (Consulting) - London

High-volume inbox triage, call handling, travel & diary coordination. Built Excel trackers (projects, expenses, kit allocation).Supported event logistics (client workshops up to 80 attendees).

- Introduced templates that cut rework by **35%**.
- Achieved an average of 120 emails/calls per day

SKILLS

Basic finance admin	●●●●●	CRM/ERP	●●●●●
Diary & meeting coordination	●●●●●	Data entry & document control	●●●●●
Microsoft Office	●●●●●	Communication	●●●●●
Team player	●●●●●		

EDUCATION

BA (Hons) Business & Management2019

King's College, London

Key modules: operations management, accounting fundamentals, business law, information systems.

CERTIFICATES

GDPR Practitioner (foundation)

2023

Minute Taking for Boards & Committees

2024