

Christina McGrath

Office administrator - Galway, Ireland

W: <http://www.worky.com/christina-mcgrath>

I am a very experienced and efficient office administrator and PA looking for a role in the Southeast

Professional Experience

2006 - 2009 **PA and office administrator**

As a PA I managed the diary and travel arrangements of the company's Managing Director. I used Sage for accounts and Microsoft Office on a daily basis. I preparing Powerpoint presentations for company clients. I was responsible for office administration.

Key Skills Accounts, Administration, diary management, Microsoft Office, office administration, Powerpoint

2004 - 2006 **Secretary**

My main responsibilities included:

Managing the busy travel arrangements of the Company Director and the Sales and Marketing Managers

Dictaphone Typing and taking minutes of meetings

Co-ordination and planning of company meetings

Handling customer queries

Key Skills Administration, Customer Service, Microsoft Office

Education and Qualifications

2004 **Diploma - Business Administration**

RTC

Additional Information

Links

My Favourite site - <http://www.comedy-zone.net/jokes/work.htm>

Languages

Irish - Intermediate

French - Intermediate
