

## Curriculum Vitae

**Name:** Amy Lord

**Date of Birth:** 7<sup>th</sup> March 1977

**Address:** 81 Westbrook Drive  
Rainworth  
Nottinghamshire  
NG21 0FH

**Education:** September 1988- October 1989 – Corsham Comprehensive  
October 1989 – July 1990 – Afcent International School  
September 1990 – June 1993 – Windsor School  
September 1995 – July 1995 – Aylesbury College

During my time at Windsor School I achieved GCSE grades in Science, Business Studies, Information Studies, English, English Literature, Mathematics, Integrated Humanities, French, Home Economics Child Development, Home Economics Food

When I attended Aylesbury College, I completed my NVQ level 2 in Business Administration. I passed various exams taken in Database, Excel, Word and Desk Top Publishing. I also took shorthand lessons again passing my final exam in both elements speed and transcription. Also work experience was included for 2 weeks per year, I worked for the Royal Air Force during my first year and for Rank Xerox for my second year.

**Job History:** July 1998 – Present – Unika Sales (Textiles Ltd)  
October 1997 – July 1998 – Mailin (part of a company called Linneys)  
August 1997 – October 1997 – Various temping jobs

**\*Unika Sales (Textiles) Ltd – Responsibilities:** All secretarial duties – shorthand dictation, telephone work, assisting in maintaining an efficient & busy sales office. I undertake P.A duties for the three Sales Executives at Unika, organising appointments, diaries, dictation and itineraries for sales trips made by our foreign principals when visiting the UK.

Responsibilities also include - placing of sales orders onto the computer (using Bespoke Line 100 Sage) taken either by telephone or received by fax, opening and distribution of mail, dealing with enquiries and problems, typing letters and faxes from dictation given and filing duties. I create various reports using Excel and Line 100, together with administering monthly expenses for our Sales Representatives and Managing Director. Other duties which I undertake are to make hotel reservations directly and by searching the Internet for the best deals, booking flights for my Managing Director and our foreign principals again looking for the best deals.

I have been on various courses “ Tack Training” such as Telephone Skills and a Personal Development Programme , which helped me to gain confidence. I also took Elocution lessons for several months, all of which I found beneficial and enjoyable.

**\*Mailin** – Responsibilities included placing orders, again over the telephone or received by mail, dealing with invoices, opening mail, filing, showing people how to use the computer program relating to placing orders.

**\*Temping Jobs** – During my short period of time doing various temping jobs, I did the basic duties – i.e. putting correspondence together and sending to the necessary destinations, filing, inputting figures on to different computer programs

**Additional Information**

I have a full clean driving license and have been driving for three years. In my spare time I like go to the Gym as I am a member. I also like to go to the cinema, out for walks, listening to music and reading as well as socialising with my friends.

**\*References available on request**