

## **P A M E L A   S M I T H**

### **PROFILE**

I am a well-presented, self-motivated, professional PA with 13 years experience. I have a quiet confidence in dealing with people, at all levels, and excellent relationship-management skills. I have the ability to prioritise my work effectively and get a great deal of satisfaction from a job well done.

### **CAREER HISTORY AND EXPERIENCE**

#### **Company XXX**

Position held:               **PA to Chief Executive (Secretary) and Club Chairman**

Period worked:             August 2004 to September 2009

#### **Duties and responsibilities:**

- Daily administration/information management (email, written correspondence, telephone)
- Diary management
- Prepare paperwork for all internal and external meetings
- Gather and collate all necessary paperwork for The Board (Seven meetings per annum)
- Take accurate and concise minutes for The Board
- Collate monthly Exceeding Expectations summary for reporting to The Board
- Arrange Board 'away days'
- Perform all secretarial duties pertaining to Board Directors individually and collectively
- Assist the Assistant Secretary with the compilation of the annual Secretariat budget
- Maintain departmental activity budgets
- Prepare power point presentations for the CE (Secretary) in respect of the bi-annual staff briefing for both clubhouses
- Assist in the organisation and running of the organisation's AGM
- Organise and book all travel and accommodation and prepare itineraries
- Maintain filing systems including all virtual files on shared drives
- Arrange all Secretariat and Chairman-hosted events such as the annual Chairman's dinner, 'Senior 100' Luncheon, Committees' dinner and member retirement functions
- Manage and develop PA's assistant and office secretary (junior)
- Manage day to day running of the office
- Provide cover for the Assistant Secretary during periods of annual leave
- Any additional duties that arise on an ad-hoc basis

## **Company XXX**

Position held: **PA to General Manager**

Period worked: August 2002 to November 2003 (Maternity cover)

Duties and responsibilities:

- Daily administration/information management (email, written correspondence, telephone)
- Diary management
- Formulate responses to members' letters of complaint
- Assist operational HODs with all administrative requirements
- Assist the GM with the compilation of the annual budget
- Chair daily operations meetings in the absence of the GM
- Gather and collate all necessary paperwork and take accurate and concise minutes

## **Company XXX**

Port Shepstone, South Africa

Position held: **PA to the Chief Directorate: Engineering**

Period worked: August 1995 to July 2002

Duties and responsibilities:

- Daily administration/information management (email, written correspondence, telephone)
- Diary management
- Frontline assistance (reception, meet and greet, counter queries)
- Copy-type reports to the Council and various sub-committees
- Draft and type correspondence to ratepayers and internal memorandum
- Collate all necessary paperwork and take action notes for weekly departmental meeting
- Manage departmental vehicle fleet
- Manage petty cash and daily banking

## **EDUCATION & QUALIFICATIONS**

**University of South Africa (UNISA) BA** majoring in Sociology and Industrial Psychology

**Port Shepstone Technical College** National Diploma – Secretarial and Business Practice

**Port Shepstone High School Matric** Exemption