

**Professional email address**

**Only include location information that will help make your resume searchable for potential employers**

**Succinct and active personal summary explaining career objective and value to the organisation**

**Clearly highlights core skills**

**Lists most recent and relevant position first to showcase skills and knowledge**

**Correctly displays relevant training, institution and completion year**

**Provides a good summary of core responsibilities showcasing experience**

# SARAH JOHNS

Mobile: 0401 111 111 | Email: sarahjohns@hotmail.com.au  
Melbourne, VICTORIA, 3004

## KEY SKILLS

- Financial administration
- Advanced in Microsoft Excel
- Exceptional attention to detail

## PERSONAL SUMMARY

A talented financial administration professional with over two years industry experience, an exceptional eye for detail and a drive to further my career within the financial sector.

## PROFESSIONAL EXPERIENCE

### Administration Assistant

Westing Finance | August 2017 – Current

As the Administration Assistant I am responsible for providing support to managers and employees, assisting in daily office needs including management of Westing Finance's general administrative activities.

#### Key responsibilities

- Assisted the financial operations team with administrative tasks including; coordinating the full function of accounts payable and accounts receivable with high volume processing daily.
- Coordinating supplier queries, month-end duties, and credit card expenses were also among other day-to-day duties

## EDUCATION & TRAINING

### 2013 – Current

Certificate IV in Business Administration | Finance & Payroll Course  
Australian Institute of Finance

### 2004 – 2005

National Certificate in Business Administration & Commuting  
CPIT

### 1998 – 2003

Burley South Secondary School

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Displays real and tangible examples of achievements in the role

Consistent formatting

#### Achievements

- Implemented a number of general administrative systems and Excel spreadsheets, removing repetitive manual tasks from the financial advisors. I also learned how to manage accounting documents and assist with portfolios.

#### Receptionist

Lindwood Pharmaceuticals |  
January 2016 – July 2017

#### Key responsibilities

- Main responsibilities included welcoming and assisting visitors, as well as answering the switchboard. I also coordinated mail and courier deliveries.

#### Achievements

- Simplified filing and portfolio management systems, which contributed to increased organisational productivity.

#### REFERENCES

Available upon request