Ashford Business Services Ltd

Amelia Hart

Office Administrator

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Career Objective

Looking for an entry-level office role where I can use my college training, learn quickly and grow into more responsibility.

Education

Business Administration Diploma | Birmingham City College | 2021
Relevant coursework: Business administration, office practice, customer service, IT for business

Projects

Paperless filing tracker | March 2023 - October 2026
- Built a simple tracker that cut invoice processing time by 20%.

Customer email backlog clear-out | June 2021 - February 2023
- Cleared a two-week backlog of customer emails in five working days.

Skills

Microsoft Excel, Customer service, Data entry, Teamwork, Time management