

CURRICULUM VITAE

Liz McGhee

Receptionist

DATE OF BIRTH

23rd November 1963

QUALIFICATIONS

- Intermediate Microsoft Word and Excel
- Gateway to Employment Administration skills

TRAINING

- Telephone and Reception Techniques
- Basic Credit Control
- Photographic Records

CAREER

2006 - Date	Lockhart Garratt Ltd – Receptionist
2006 – 2007	Lockhart Garratt Ltd - Junior Secretary.
2004 – 2006	Agency - General Administration
1998 – 2004	Seco Tools – Central Team Leader - Administrator

EXPERIENCE

- Provide Senior Secretaries and Practitioners with Administration Support.
- Responsible for the administration of the Royal Forestry Society, attending meetings and preparing minutes.
- Assistance organising and preparing drinks reception for the Annual Game Fair.
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KEY PROJECTS AT LOCKHART GARRATT

Document Referencing Filing System

Assistance in the design and implementation of the new company database filing system.

Last updated 29th July 2009