

Jessica Jones

Administrative Technition



Contact

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18 Maes Cybi, Holyhead, Anglesey, LL65 1NR

Introduction

I am an experienced administrative professional with a background in communication roles at organizations like the National Health Service and British Telecom. Known for my strong organizational skills and commitment to achieving positive outcomes, I bring a high level of reliability and dedication to every position. With a personal interest in the haulage industry and a keen attention to detail, I am confident in my ability to support both team and client needs effectively.

Skills & Achivments

- Management Skills
- Organisation
- PC & Mac
- Administrative
- Critical Thinking
- Full UK Driverse Licence

Education

- **Child Care**
National Diploma
Full national diploma in child care studies. This was undertaken while working at a primary school facility.
- **EST Oricle Training**
Online Oricle systems training (various)
- **High School Scores**
Holyhead High
Version subjects and marks as follows for GCSES
 - x2 A
 - x3 C
 - x2 B

Experience

- **National Helath Service (BCUHB West)**
Informatics Technition
I have extensive experience liaising with consultants, doctors, surgeons, and GPs to coordinate medical information and scheduling with precision. My role required a high level of responsiveness and meticulous attention to time-sensitive details, ensuring seamless communication and effective support for medical professionals.
- **British Telecom (999)**
Emergency Service Coordinator
I handled high-stakes calls from individuals in urgent situations, ensuring prompt and accurate dispatch of the appropriate emergency services. My responsibilities included coordinating with emergency response teams and scheduling alerts to facilitate efficient and effective support."
- **Ysgol Cybi**
Early Years Practitioner
I was responsible for supporting children with additional educational needs, providing bilingual instruction and assisting with personal care, motor skills development, and academic learning. My role also involved meticulous organization and management of essential documents and coordination of meetings to ensure comprehensive support for each child's educational and developmental needs.

References

Alwyn Jones

Switch Board MGMT

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