

Curriculum vitae

Personal details

Name	Lilly Jones
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Profile

Established Senior Administrator and dynamic leader with over 5 years of experience in fast-paced, international environment. Highly skilled in managing complex office operations, leading cross-functional teams, and implementing optimised processes to significantly enhance productivity. Excellent communication skills with proven success as serving as main point of contact for stakeholders at all levels.

Work experience

↓ **British Broadcasting Corporation, London, UK | 2018 - Present**
Senior Administrator (2022 - Present)

Oversee five administrative staff, providing guidance and training to ensure smooth business operations. Support senior management to make operational improvements while serving as the served as primary point of contact for external vendors and partners. Oversee scheduling for events and liaise with cross-functional teams to implement new policies.

- Earned a promotion to Senior Administrator within a year for outstanding performance.
- Streamlined administrative processes that led to reduced overhead costs and increased productivity levels.

Administrative Assistant (2021 - 2022)

Provided high-level support to cross-functional teams, facilitating effective communication and resolving administrative issues. Maintained optimal levels of supplies by liaising with approved vendors to place orders promptly and efficiently. Upheld records and files, prepared reports, and assisted with event planning and coordination.

- Progressed from Personal Assistant to Administrative Assistant with growing responsibilities.
- Consistently demonstrated excellent communication and interpersonal skills in building and maintaining positive relationships with clients, colleagues, and stakeholders.

Skills

Business administration, supplier relations, stakeholder management, process development, team management, staff training, office management, and event planning.

Education

Bachelor of Business Administration (BBA), University of London, UK, 2018