**Comparing a fully AI generated and an edited CV –academic administrative position**

Although the AI generated CV has been a helpful starting point, some further editing was needed regarding the spelling. As an example, AI suggested ‘organized’ and this been changed to ‘organised’. We decided to change the structure and formatting of the CV and use a skill-based format. The revised structure emphasises the candidate’s skills and knowledge which is relevant to the academic administrative role they are applying for. The format is available in the jobs.ac.uk website at <https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/skills-cv-template/>

**Template 1 – Fully AI generated**

**Rachel Tills**
65 Heath Close
Manchester, M1 2AB
r.tills@email.com | +44 789 456 1230

**Professional Summary**

Highly organized and detail-oriented University Administrator with extensive experience supporting academic and administrative functions in higher education. Adept at managing student services, coordinating faculty support, and streamlining office operations. Skilled in event planning, database management, and cross-departmental collaboration to enhance institutional effectiveness.

**Professional Experience**

**Senior Administrator**, University of Manchester
2018 - Present

* Oversee administrative support for academic departments, ensuring efficient operations.
* Coordinate faculty schedules, student records, and departmental meetings.
* Manage budget tracking, procurement, and financial reporting.
* Serve as a liaison between faculty, students, and university departments.
* Assist in the development of policies and procedures to improve office workflow.

**Administrative Coordinator**, University of Leeds
2015 - 2018

* Provided comprehensive administrative support to academic staff and students.
* Organized departmental events, conferences, and workshops.
* Maintained records, handled correspondence, and supported recruitment processes.
* Developed and implemented office efficiency improvements.
* Processed student applications and ensured compliance with university regulations.

**Education**

**Master’s Degree in Higher Education Administration**, University of Birmingham, 2014

**Bachelor’s Degree in Business Administration**, University of Birmingham, 2012

**Key Skills**

* University Administration & Operations
* Student Services & Support
* Budget Management & Reporting
* Event Planning & Coordination
* Data Management & Compliance
* Communication & Stakeholder Engagement
* Office Technology & Database Systems
* Policy Development & Implementation

**Professional Service & Leadership**

* Member, Association of University Administrators
* Committee Member, University Staff Development Board
* Organizer, Annual University Staff Training Workshops

**Honors & Awards**

* Excellence in Administration Award, University of Manchester, 2021
* Outstanding Support Staff Recognition, University of Leeds, 2017

**References**

Available upon request.

**Template 2 – edited CV**

**Rachel Tills**
65 Heath Close, Manchester, M1 2AB
Mobile: +44 789 456 1230 | Email: r.tills@email.com

**PROFESSIONAL PROFILE**

A dedicated and highly organised University Administrator with over 7 years of experience in supporting academic and administrative functions within higher education. Skilled in managing student services, faculty coordination, budget oversight, and optimizing office operations. Proven ability to improve institutional processes through strategic planning, policy development, and cross-departmental collaboration. Adept at streamlining workflows and providing exceptional support to both students and faculty.

**COMMUNICATION**

* Excellent interpersonal and communication skills, acting as a liaison between faculty, students, and university departments to address needs and resolve issues efficiently.
* Strong written communication skills demonstrated through report writing, email correspondence, and policy development.
* Regularly interact with senior management and academic staff to improve processes and implement university-wide initiatives.

**FINANCE AND ADMINISTRATION**

* Oversee budget management and financial reporting for academic departments, ensuring compliance with university policies and proper allocation of resources.
* Track procurement and expenditure, ensuring cost-effective practices and budget adherence.
* Assist in the development of financial policies and procedures to ensure transparency and improve office efficiency.

**ORGANISATION AND MANAGEMENT**

* Coordinated complex schedules for faculty, managed student records, and organised departmental meetings and events.
* Led and supported the development and implementation of policies to streamline administrative functions and improve workflows.
* Proven ability to manage multiple tasks simultaneously, ensuring deadlines are met and operational efficiency is maximized.

**EVENT PLANNING**

* Organised and coordinated departmental events, workshops, and conferences, ensuring all logistics were handled and events ran smoothly.
* Experienced in managing university staff training workshops and other institutional events that promote staff development.
* Skilled in handling event budgets, vendor management, and post-event feedback.

**DATA MANAGEMENT & COMPLIANCE**

* Experienced in handling sensitive student data, ensuring compliance with university regulations and GDPR.
* Managed student applications, academic records, and administrative systems to ensure accuracy and integrity.
* Introduced new processes to improve the handling of data and increase office efficiency.

**EMPLOYMENT HISTORY**

**Senior Administrator**
*University of Manchester* — 2018–Present

* Provide high-level administrative support to academic departments, ensuring smooth operations.
* Coordinate faculty schedules, student records management, and departmental meetings.
* Manage budget oversight, procurement processes, and financial reporting.
* Act as a liaison between faculty, students, and departments to address administrative needs.

**Administrative Coordinator**
*University of Leeds* — 2015–2018

* Provided administrative support for academic staff and students, ensuring smooth day-to-day operations.
* Organised events, conferences, and workshops, ensuring flawless execution.
* Managed student records, correspondence, and recruitment processes.

**EDUCATION**

**Master’s Degree in Higher Education Administration**
University of Birmingham — 2014

**Bachelor’s Degree in Business Administration**
University of Birmingham — 2012

**QUALIFICATIONS**

* **Excellence in Administration Award**, University of Manchester, 2021
* **Outstanding Support Staff Recognition**, University of Leeds, 2017

**OTHER RELEVANT INFORMATION**

* Member, Association of University Administrators
* Committee Member, University Staff Development Board
* Organiser, Annual University Staff Training Workshops

**REFERENCES**

Available upon request.