

# Maxine Curry

## Operations Manager

### AREAS OF EXPERTISE

*Operational improvements*

*Customer care*

*Business administration*

*Facilities management*

*Operational management*

*Strategic planning*

### PROFESSIONAL

*PRINCE2*

*MSP qualification*

### PERSONAL SKILLS

*Passionate*

*Forward thinking*

*Focused*

*Hard working*

### CONTACT

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Driving license: Yes  
Nationality: British

### PERSONAL SUMMARY

A commercially minded individual with extensive experience and a successful record in operations and administration management. Maxine is more than able to take on any important role in the running of a business. She has a high level of technical skills across a range of functional activities and can operate within strict operational and management guidelines. On a personal level she is honest, friendly as well as approachable and always treats people how she would like to be treated herself. Right now she would like to join a well-established business that is looking for the right person to undertake a new role as an Operations Manager.

### WORK EXPERIENCE

*Company name – Birmingham*

OPERATIONS MANAGER Jun 2013 – Present

In charge of a critical position that has a huge impact on operational matters, the customers experience and on bottom line performance.

#### *Duties:*

- Providing evidence and reports of KPIs to senior managers on a weekly basis.
- Identifying business risks and opportunities through the analysis of information and results.
- Taking full responsibility for the day to day running of all operational areas.
- Promoting a positive health and safety culture on site.
- Setting and achieving operational goals.
- Continuously measure and evaluate the departmental goals and all work processes.
- Working alongside other Operations Managers on site to deliver continuous efficiencies and cost savings.
- Providing cover for other Operational Managers as required.
- Driving best practice standards and processes across the business.
- Writing up reports, presentations and also minutes of meetings.

*Company name – Location*

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Managing large teams of staff from different disciplines.
- An accomplished people manager who champions both individuals and teamwork.
- Valuing diversity and promoting equality at every opportunity.
- Tackling complex problems by coming up with bespoke solutions.
- Good verbal and written communication skills.
- Robust negotiation and influencing abilities.

### ACADEMIC QUALIFICATIONS

Nuneaton University 2008 – 2011  
BSc (Hons) Project Management

Coventry Central College 2005 – 2008  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.