**Matthew Snell**  
Email: matt.snell.00@hotmail.co.uk Mobile: 07814 664215

**PERSONAL STATEMENT**

A reliable and flexible worker, who is able to adapt to any situation that arises, with a positive and enthusiastic approach to work. Creative and analytical with a strong work ethic, experienced in individual working, team working and management.

Capable and confident, I always give my all in everything that I take on. I thrive under pressure and enjoy problem solving and strategic thinking. I have a diplomatic and professional manner and enjoy interacting with people on all levels.

I am comfortable working to targets and hope to develop my skill set further in my new career.

I currently hold a full and clean UK driving licence.

**KEY SKILLS**

#### **Personal Skills**

* Ability to communicate well on all levels (face to face, verbal and written).
* Logical with problem solving skills,
* Ability to work under pressure delivering results on time to strict deadlines,
* Ability to work on own initiative or as part of a team,
* Administration,
* Attention to detail,
* Well organised and able to efficiently manage time
* Innovating and documenting new processes to increase productivity and improve workflow,
* Training and development of new staff,
* Extensive experience of working with highly sensitive data,
* Polite and efficient telephone manner.

**Technical Skills**

* Manipulating, rationalising and cleansing data.
* Proficient in various software packages including:
  + Microsoft Office (Excel – incl. formulas & visual basic, Access, Word),
  + Adobe Acrobat Pro (Full version),
  + Image editing software (Photoshop CS6),
  + Bespoke in-house software.
* Fast and accurate typing.
* Scanning.

**EDUCATION**

Peterborough Regional College, Park Crescent, Peterborough, PE1 4DZ - 2007

BTEC National Diploma – Mechanical Engineering (Pass).

**The Stanground Academy,** Peterborough Road**,** Peterborough,PE7 3BY - 2005

7 GCSE’s A-C Including: Math’s (C), English (C), Science (C, C) Information Technology (B), German (B) and Geography (C).

**EMPLOYMENT**

**Technical Resourcer – The One Group -** Commerce Road, Lynchwood, Peterborough - PE2 6LR

**March 2018 – Present**

Working as part of the technical/engineering team, my main focus is on sourcing candidates for roles with a powertrain and automotive engineering focus, while aiming to gain further business in the future.

* Understanding complex job roles and relating them to candidates
* Quickly building relationships
* Self-managing time and workload
* Keeping all records of actions up to date and ready to report in weekly meetings
* Working efficiently to hit targets
* Aiming to gain an ever-evolving understanding of the market
* Networking

**Operations Co-coordinator –** Adesa Remarketing Ltd – Deva House, Sandpiper Court, Chester – CH4 8QU

**Jan 2017 – March 2018**

As part of a small team, it is my joined responsibility to look after the customer services, operations and transport side of the company, and to help the Sales team with any technical issues/enquiries that they may have.

* Dealing with customer enquiries
* Creating timely reports
* Creating excel macros to speed up reporting tasks
* Working with the IT team to help develop bespoke systems
* Setting up and quoting for vehicle transport
* Setting up online auctions for vehicles
* Processing vehicle sales and invoices
* Working within a team to complete tasks in a timely manner

**Assembly Technician -** Titan Motorsport & Automotive Engineering Ltd – St Neots - PE19 6TA

**Aug 2016 – Jan 2017**

* Assembling performance/racing car parts
* Some drilling and machining
* Problem solving when parts don’t go together straight away
* Attention to detail
* Working under pressure
* Time management
* Using common sense
* Communicating with customers

**VOR Administrator –** Sopp & Sopp Limited - 52 Forder Way – Hampton – Peterborough - PE7 8JB

**Nov 2015 – July 2016**

Working as part of a team, it is my responsibility to keep the company’s bespoke system up to date with information that repairers send in via a web update system, e-mail and telephone.

* Working under pressure and to deadlines.
* Working under own initiative
* Time management
* Regular contact with repairers
* Team work.
* Liaising with all areas of the business.
* Keeping up with a high volume of e-mails.
* Dealing with customer queries and building relationships.

**Special Projects Assistant –** Restore Scan – Orton Southgate, Peterborough, PE2 6TB **Dec 2014 – Aug 2015 (Redundancy)**

Working alongside senior project managers I have been jointly responsible for the day-to-day running of major projects for large corporations in both private and public sectors. The role dictated that I work with not only clients but third party contractors to ensure work is delivered to exceed expectations.

* Working with sensitive data,
* Regular client visits and written/verbal contact,
* Professional manner,
* Polite and courteous,
* Effective time management,
* Able to work autonomously,
* Problem solving,
* Working to client specifications,
* Responsible for meeting client deadlines.

**Bureau Operative –** Restore Scan – Orton Southgate, Peterborough, PE2 6TBhttp://restorescan.co.uk/ **September 2007 – Nov 2014**

During my time at Restore Scan I have gained a wide set of skills and have been given the flexibility, and responsibility, to improve workflow and processes to achieve optimum results against stringent deadlines.

* Indexing and data cleansing,
* Operating technical equipment (A4/A3/A0 scanners, industrial roller printers and laminators),
* Training others to use technical equipment safely,
* Client liaison (verbal and written),
* CRB Checked,
* Responsible for preparation and indexing of sensitive documents for use in court for the Serious Fraud Office,
* Managed process and liaised with client for a large off-site task for Surrey Police,
* Working to strict deadlines.

**PERSONAL INTERESTS**

I am a regular user of the gym and generally enjoy sports such as football and keeping fit. I play a variety of musical instruments including the drums and guitar and have played with various bands at gigs across the UK. I have a keen personal interest in cars and study basic mechanics in my spare time.

**REFERENCES**

Available on request