

Anne Other

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Position sought:

A post which utilises my management experience and knowledge of the sales industry.

Abilities:

- Able to supervise and train staff
- Can communicate effectively at all levels within an organisation
- Able to set and monitor both individual and department targets
- Time management and organisational skills
- Able to contribute to business planning at a strategic level
- Able to develop successful customer relationships
- Confident in a range of computer software programs including the MS Office suite, Quick Books and PhotoShop

Achievements:

- Increased sales by 27%
- Responsible for implementing new quality assurance standards
- Trained new staff through induction programme, included sales techniques and effective customer relations
- Organising conference on marketing products
- Established network of for training initiatives within the local community
- Responsible for the company achieving Investors in People award

Work History:

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|-------------|--|
| 2000 – 2004 | ABC Textiles Ltd Position: Sales Manager |
| 1997 – 2000 | ABC Textiles Ltd Position: Sales Assistant |
| 1992 – 1997 | The Manufacturing Company Position: Marketing Assistant |
| 1991 – 1992 | The Manufacturing Company Position: Trainee Marketing Assistant |

Education:

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| 1992 – 1994 BTEC | Anytown College Business Economics and Marketing – Distinction |
| 1990 – 1992 GCSEs | Anytown School English Language – C Mathematics – B 4 Other GCSEs grades A-C |

Other relevant information:

Advanced Certificate in Marketing from the Chartered Institute of Marketing

Regional rep for:

- Unison
- UNISON
- Industrial Workers of the World
- Trades Union Congress

References:

Available on request