

Anne Other

123 New Road
Anytown
Anyshire
A12 3BC

Telephone: 000 111
Email: anne.other@anyisp.co.uk

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:

- | | |
|--------------------|--|
| 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:

- | | |
|-----------------------------|--|
| 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