



DAVID SNAPE

Dumfries, Scotland

Actively seeking my
first role in Web
Development

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PERSONAL PROFILE

I am currently studying towards a Full Stack Web Developer Diploma with Code Institute. I am studying independently and fully self-funded whilst working a full-time job in a sales environment. I am actively looking for an entry level position to start my career in web development

While working for Recruit Chimp and Protek Placements my role included IT management. It was my job to ensure that all IT systems were functioning and useable to allow for continued working of the company. This included database management using PHPmyAdmin with MySQL and visual studios, email marketing solutions, VoIP and website administration.

Experienced Customer Service and Sales Executive / Manager/ Director with a demonstrated history of working in the Recruitment and Retail Sectors. Skilled in Engaging with a wide range of customers, both face to face and on the telephone, delivering outstanding customer service by successfully responding to questions and queries, showing passion and dedication along the way, and identifying suitable products and making recommendations to suit customers' requirements.

WORK HISTORY

Arnold Clark Carlisle Ford
June 2019 – Present (5 months)
Carlisle

- Approaching walk-in customers on the pitch and building a rapport with them to help them decide what car they want/need.
- Generating leads and appointments from historic customer records
- Performing part exchange appraisals and managing customer expectations on the results.
- Upselling additional products including Service package, additional warranty, Arnold Clark Protect, and vehicle shortfall insurance
- Confident in advising customers on which type of finance will suit their needs. This is done within the guidelines issued by the FCA.
- Preparing videos requested by the customers on specific cars.

- Liaising with the service department, valet department, admin, and accounts in relation to my deals and to ensure smooth delivery to my customers.

Recruit Chimp Limited – Sales Director
August 2018 – April 2019 (9 months)
Eastbourne, East Sussex

- Contacting relevant candidates matching to specifications utilizing several job boards (Jobsite, JobServe, CV Library, Reed, LinkedIn)
- Generating job adverts via Broadbean for candidate attraction as well as utilizing professional networking sites such as LinkedIn to generate traffic. Monitoring advertisements and reinvigorating adverts that have lapsed
- Ensuring that the database is up to date and removing old or irrelevant candidate data and information
- Reviewing candidate applications and assessing if they're qualified for the specified role
- Preparing CV's for clients to review, adding a cover note describing relevant skills, availability etc.
- Building relationships with clients, booking in interviews and chasing for feedback etc.
- Making placements and negotiating salaries and recruitment fees.
- Using outlook word and excel on an everyday basis

Protek Placements Limited – Sales Manager
January 2016 – August 2018 (2 years 8 months)
Eastbourne, East Sussex

Managing & overseeing the activity of the permanent recruitment team.

- Responsible for developing business through day-to-day sales activity, as well as developing close working relationships with new & existing clients across the UK
- Chairing daily/weekly team meetings; reviewing status of candidates & clients alike, pursuing updates on active

roles, monitoring interview processes and managing new & existing client requirements effectively

- Training, mentoring and motivating the team on a daily basis
- Developing new business opportunities through leads & direct sales
- Coordinating the team to resource the roles within the agreed timeframe
- In addition to managerial duties I have continued to recruit & successfully bill to contribute to the overall success of the permanent team

Axis Recruitment UK Limited – Contracts Manager
August 2013 – July 2016 (3 years)
Ashford, Kent

Managing Recruitment Consultant of niche Recruitment Business.

Responsible for the day to day running of the Business including business development, sourcing candidates through Job boards and social networking, posting adverts and Head Hunting. Constantly on a day to day basis delivering customer service from sales of recruitment services to individual work; coordinating, delivering and liaising between clients and candidates always ensuring a friendly but professional customer service is always maintained and delivered.

Preparation and planning were a key requirement on a daily basis. Full project life cycle – head-hunting, name gathering, candidate mapping, and detailed competitor analysis, generating leads and database management. Responsible for the Ltd Company accounts, corporation Tax and VAT.

The Morgan Partnership – Recruitment Consultant
April 2009 – August 2013 (4 years 5 months)
Orpington, Kent

Responsible for all internal and external attraction, advertising, recruitment and selection activity to ensure the right talent is recruited and retained

Use of different sources for recruitment i.e.; CV library, indeed, Zoek, LinkedIn, Facebook

Checks carried out in my role includes, right to work, DBS and professional checks

Requesting and Completing references

Follow up on documents from candidates to keep their files updated and compliant

Building a good working relationship with candidates.

Updating spread sheets, checklists, and data bases

Contacting candidates by phone or email