**Lily Gavin-Allen**

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**Mob:** 0852302970

**Date of Birth:** 4th June 1984

**Current Status:**

An extremely enthusiastic, vibrant, articulate Business Development Manager from England with excellent understanding and experience in the public, private and third sectors. Completion of my degree (with Class 2:1 honours) together with sales training (Bauer Media, Audi and Toyota) and experience has provided me with a wide range of excellent practical and organisation skills. My high level of commitment is demonstrated by a confident and successful response in highly pressurised environments. An excellent team worker, with a love for personal interaction, and confidence in working with minimal to no supervision. Able to use initiative whilst maintaining company standards, priorities and ethos.

**Experience**

**Audio Engineer/Project Manager(Freelance)**

Andovar, Bangkok Thailand May 2016-Present

**Responsibilities:**

* Recording Voice-over, dubbing for Elearning, Tv Shows.
* Editing content before delivering to the client using a wide range of industry standard editing software.
* Keeping to tight deadlines, detailed instructions as well as managing clients delivery expectations.
* Encouraging, managing and liaising with voice talents on a daily basis.
* Making executive decisions, taking into account clients needs, delivery standards and voice-overs availability.

Recording voice talents in a range of languages for client such as Netflix, Cinecraft, SDL etc. Ensure instructions are kept to, keeping to deadlines set and providing a high-standard of content as well as ensure voice-talents are taken care off. This was initially a temporary role which has developed into a fixed weekend position. Working with no supervision and managing audio translation projects for TV, Training and Games.

**Business Development Manager**

Andovar, Bangkok Thailand April 2014- Present

*Andovar is a leading translation and localisation company with clients such as Nokia, Samsung, Hilton Hotels, Lonely Planet, Agoda etc.*

**Responsibilities:**

* Lead generation using LinkedIn, call lists, Market Research etc.
* Over 3000 connections with Learning and Development, Marketing, HR and Localization Managers.
* Quoting and negotiating contracts within the Gaming, Mobile Apps, eLearning and Software industries.
* Project management
* Wide range of knowledge of software programs used in Mobile App/Gaming/Software/ELearning and how to incorporate translation.

Developing business for a translation and localization company: contacting prospective clients via LinkedIn or call lists; attending conferences/expos in the US and Asia to build company profile and awareness; informing customers of our services and explaining the importance of using an agency over freelancers; working with mainly Software and Gaming companies, developing a tailored solution to translate their material; generating quotes to suit the client’s location and budget; managing clients’ needs and expectations; dealing with Fortune 500 clients such as Tiffany and Co and KPMG.

**Sales Manager/Lead Generation**

**Chiang Mai** February 2013 to April 2014

Freelance on Odesk/Freelancer

*Odesk and Freelancer are platforms for companies to hire freelancers.*

**Responsibilities:**

* Assisting and advising on a Marketing campaign for the Uk for a Handbag Manufactoror
* Lead generations for an Education Software Program in the Uk
* Sales Manger of 6 call center staff for PPI
* Researcher for a popular Youtube channel.

A wide range of projects from training, researching and lead generations. Using my skills and resources to find leads, train staff to close deals as well as thinking out the box to find suitable information and people for a comedy Youtube channel.

**Account Manager**

Bauer Media (Viking FM), Hull, UK July 2012 to March 2013

*Viking FM is the leading local radio station in the Humberside region of the UK with over 250,000 listeners each month. The station provides marketing packages to suit clients’ needs and audience profile.*

**Responsibilities:**

* New business development
* Managing portfolio of high profile clients
* Creation of marketing concepts to meet client needs
* Contributing to team and company targets

Dealing with all aspects of the sale, from the initial cold call to building and maintaining relationships: identifying client needs and developing them into a creative campaign to achieve a return on their investment; developing product and market knowledge to respond effectively to client objections.

**Media Account Manager**

Resolution Television, Lincolnshire, UK November 2011 to July 2012

*Resolution Television is an in-house production company providing media and marketing solutions to their clients.*

**Responsibilities:**

* Developing new business
* Concept design, scripting and production management
* Costing and negotiation
* Client support
* On-location production
* Regularly exceeds targets

Using my degree and sales experience, I was established as a key member of the team, from directing a production to negotiating with clients on national advertising campaigns.

**Sales executive**

Audi Cars, Grimsby, UK July 2011 to November 2011

Head hunted by Audi from my sales position at Toyota

**Responsibilities:**

* Processing incoming sales enquiries
* Meeting monthly sales targets
* Preparation and presentation of vehicles
* Processing paperwork and arranging delivery
* Working to a high standard of customer care
* Identifying customers’ needs and matching to the vehicle and financial products
* Sales closing and after customer aftercare.

**Achievement and Awards**

**Andovar**

Fastest new Business Development Manager to make a sale. Winning large and important clients such as Tiffany & Co, 4:33 and KPMG. Attending conferences in the US, only BDM to be sent to represent the company. Sales Rep of the week on a regular basis due to High level of calls, emails and opportunities from clients as well as New Business Sales.

**Audi**

Sold a car in my first week - which had the highest profit margin out of all the Sales Execs.

Increased a previous customer’s monthly spend from £300 to £700.

**Resolution Television**

After our Producer became suddenly sick on route to a shoot, I was able to show initiative and stepped up to produce, direct and organise a 3 day commercial shoot with a TV celebrity.

**Viking FM**

Rebuilt a relationship with a disgruntled client from a previous manager and increased their yearly spend.

**Toyota**

Getting a 95% test result on a mystery shop whilst still in my probation period.

**Education & Training**

* 2.1 BA Honours In Film and Broadcast Production – London Metropolitan University 2008
* TEFL- specialising in English Grammar, Business English, One to one and large classes
* Distinction – BTEC National Diploma – Radio Production 2005
* GCSE English, Maths, Science and Drama 2000