**Lyndsay Carter**

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Proven multi-disciplined management skills and a key player in numerous operations and projects. Having implemented and developed new strategies within cost constraints and increase profits. Integrity to ensure best available options have been researched for performance and adhered to stringent safety parameters. Diplomatic management and negotiation style, whilst empowering, developing and encouraging a self-development culture. Ability to leverage and expand business relationships, re-kindle and maximise every opportunity. I am now pursuing a challenging role that offers career consolidation and progression.

**Key Skills**

* Procurement / Sourcing
* Marketing
* Innovation and Creativity
* Multi-tasking projects
* Strategic Planning
* Dedication and Enthusiasm
* Technical design /solutions
* **Operations and Project Management**
* **System design and implementation**
* **Account management**
* **New business development**
* **Budgeting / analysis**
* **Increasing efficiencies / cost cutting**
* **Customer Liason / Problem Solving**
* Confidential PA
* Training development
* Resource management
* Change implementation
* Trouble shooting
* Contract negotiation
* Group Presentations

**Experience & Achievements**

Current : Total Interiors & Exteriors (Family Business) December 2006 - 2019

* Contract / Project Manager scheduling and orchestrating Gas fitters, Electricians, Builders, Plasterers, Building Inspectors, Skips Materials on all work projects from concept to completion (Complete House / Factory/ Office / Barn renovations )
* Dealing with Customers and all involved on a daily basin. Hands on approach to ensure nothing or no one puts a spanner in the works. Communication is the key with effective project organisation – I supply schedules to all involved to erase any possibility of someone or something evading responsibility. Payment plans, work schedules and forecasts.
* Kitchen and Bathroom design and procurement
* Concept designs for price and time restricted projects – Initials in swimming pools, unique TV and Multimedia Storage systems and ideas
* Problem Solving and fast responsive actions under extreme high pressure environments
* Personal success on target Conversion rate of 33.2% maintained performance
* Introduced various sales strategies and training with incentives and increased profits
* Re-negotiated supplier contracts to reduce costs
* Modified logistics and introduced penalty charges for late execution / deliveries, maximising performance without compromise of quality. Reduced labour costs, 7 installation teams in total various skill sets. Excel schedule sheets ensuring on target projects, 1st fix and 2nd fix maintaining progressive targets
* Technical assessment of installation introduction of new generation products, longer life expectancy and faster installation times, enabling increase and effective savings. New wet room installation and promotion of wall-boarding.

Regency Wallcoatings and Rendering Ltd

PA to managing Directors 2002 - 2006

* Effective diary management
* Work Scheduling
* Contract Management
* Orchestrating 17 Fitting teams, Scaffolding, Cherry Pickers and Materials etc
* Keeping disgruntled customers happy when the weather or illness delayed the projects (including when a few of the lads had the Monday-itus bug)

June 2000 - 2002

Global Radio –( Costa Del Sol – Spain) Sales and Marketing

* Re- developed sales and marketing techniques to increase profits. By initiating advantages of overseas promotion.
* Project Managed music concerts, event construction, lighting sound – regulated Health and Safety Procedures
* Increased revenue by recognising the power of radio and media to market Charity Events and raised over £30k for various individual charity cases. Which in turn revolutionised the popularity of the radio station to stand out from the others. I orchestrated from thought to execution very successful events and in reflection increased weekly revenue contracts from barely hitting £1,500.00 to a substantial £22k a month and re-designed bespoke advertising packages, and introduced minimum 6 month contracts.
* I was promoted within 4 months to Station Manager and rapidly formed some great sponsorship deals from Major Sponsors BMI Baby, Hard Rock Café, TGI’Fridays, British Airways. Within 6 months profits had increased over 72%. I then started to organise concerts with many great artists to generate further income and achieved a definitive edge within the sector.

1997 – 2000 Airtours Vacation Club ( Gran Canaria – Sales)

* Personal 33% closing on the Cold Line. Positioned consistently in the top four of 128 sales reps.
* Awarded sales person of the Quarter and high achiever award for a 5 star.
* After 5 months promoted to Sales Trainer and recruitment.
* Doubled lead generation by introduction of a Hotel Programme. I organised visits by our 3rd party management company to offer Free days trips to existing Airtours Holiday makers if they came to visit our vacation club. This improved our lead generation and conversions to above 60% closing. From vision to execution I recruited and held the first four months presentations to iron out discrepancies monitored and mentored throughout the partnership. Within the first months we hit record achievements and targets by increasing sales by 40% and closing ratios were averaging 33% across the board.

Pipelines International Trainee PA promoted to International Project Manager (USA & Far East Petrochemical – Oil Rigs)

August 1990- 1995

Supplier to Amec / Texaco / Shell. Petrochemical Products

* PA, diary and itinerary organising
* Organising Travel for CEO’s in the UK and USA
* Sourcing Specialists products for Priority Projects
* Sales meetings and controlling various Oil refinery Maintenance and Development
* Controlling timescales and ensure all aspects of the project smooth running and execute on target completion dates
* New Business Development (Houston , Singapore, Deli, Abu Dhabi, Kula Lumpur, Saudi, South Africa and Nigeria)
* Effectively organising and promoting our business at international sales exhibitions
* Always maintaining excellent communication with suppliers to stay ahead of the Tenders before they were common knowledge – striving to stay ahead of the game

Omega Computers – Stone Business Park PA to Managing Director and CEO 1995 – 1996

* Based in the uk
* The company manufactured microchips for computers for Dell and various other companies
* Board Meetings at Director and CEO level ( I would attend on behalf of the CEO when he was away)
* Organising Sales meetings
* Keeping all paperwork in order and dealt with within a reasonable period of time – delegating and prioritising effectively