**PERSONAL**

Name: Lee Richard Thornton

Address: 177 Carbank Street

Atherton

Manchester

M46 0WY

Telephone: 07957139973

Date of Birth: 16-12-1971

Full UK Driving Licence

**EDUCATION**

1983 – 1988 Harper Green Secondary School

1988 – 1989 Bolton South Sixth Form College

**QUALIFICATIONS**

GCSE’S English Literature Grade B

English Language Grade C

Maths Grade B

Design & Technology Grade C

Chemistry Grade C

Art Grade C

Human Biology Grade B

AS Level Biology

AS Level Maths Pure & Statistics

HNC Civil/Structural Engineering

COMPUTER SKILLS Knowledge of Excel, Word, BPCS, Bransom

Outlook, ASCAD, Dataease, Internet, Lotus, Sage, Ecommerce, Magento and Cybertill.

**EMPLOYMENT**

May 2014 to Date **CHRONOEDGE LTD/RUN NORTHWEST LTD**

Position OFFICE MANAGER

General Duties The majority of the day to day running of both businesses was via multiple office/sites based in Wilmslow and Hyde. I dealt with all aspects of customer service from private customers to suppliers. Further tasks undertaken involved the accounting for the business and the updating/management of the ecommerce sites. The financial aspect of the business was a critical part of my role from paying salaries and suppliers to the daily/monthly and annual completion of reports. I had involvement in events for the company Run Northwest events and offered vital assistance with co-ordination and set up.

Nov 2003 to May 2014 **PRESTONS OF BOLTON**

Position ADMINISTRATION MANAGER

Duties Stock analysis, Creation of new databases, Rotational Stock Takes, Stock inventory sales updates, Management Reports, Stock

Reconciliation, Regional Outlet auditing,

Invoice Processing, Banking, and Liaison with Managing Director and all store Managers.

1993 – Nov 2003 **LVMH UK LTD**

Position Stock Controller (2001-2003)

Duties Rotational Stock takes, Appro/consignment

Outlet reconciliation, Item master, Dealing with

stock from Sample bags, Liaising with

Retailers. General office duties.

Position Logistics/Warehouse (1993-2001)

Duties Post in/out, Packing, Liaising with Couriers

General Warehouse maintenance, Exhibition

and display set up, Stock takes, Deliveries,

use of Forklift truck.

JAN 93 – Sept 93 **JOB CENTRE**

Position Administrator

Duties Compiling job profiles, Interviews with potential

Candidates, production of CV’s, Dealing with

Telephone queries.

1990 – Jan 1993 **HARRY PEERS – STEELWORKS**

Position Junior Draftsman

Duties Production of detailed steelwork drawings.

stock production listings, CNC Drilling programs, Site visits, Printing, General office duties.

**INTERESTS**

My main interests include Boot Camp, Football, Rugby League, Socialising and spending time with my wife and children.

**PROFILE**

I consider myself to be professional, loyal, conscientious, hardworking & responsible. I interact well with other people and can work well in a team or on my own. I show initiative and I am highly motivated. I work well under pressure, meet deadlines, listen and understand quickly what is required.