**Duncan Forrester**

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**SUMMARY**

Seeking a new challenge, I am now looking to move into a role where there may be more scope for internal development. Having a work history steeped in the project management and organisation of installations and events I am looking to further my career within a larger company offering room for development.

I am adaptable and quick to learn and have excellent leadership, time management and organisational skills as well as a broad vocabulary and the ability to build relationships at all levels.

**Strengths –** Methodical, organised, precise and efficient. Excellent relationship building and negotiation skills. Good business acumen. Strong Microsoft office ability. Proven sales experience. Procurement and budgeting.

**WORK HISTORY**

**06/2012 – CURRENT**

**GENERAL MANAGER/ EVENTS MANAGER – WETHELE MANOR**

* Direct management of staff at all levels inclusive of sub-contractors and external suppliers.
* Sales, marketing and brand management.
* Project management of events from conception to completion (up to 90 per year).
* A proven track record in sales and the increase in revenue and reduction of costs.
* Direct involvement in the design, implementation and budget for a range of marketing strategies within different media including radio, magazine, website, SEO and social media.
* Procurement of stock and materials.
* Budget control and forecasting.
* Staff and stock control and management.
* A high level of customer/client service to exceed expectations and ensure satisfaction.
* General management of busy guest house/events business.
* Strong administrative skills.
* Highly organised with excellent communication skills.
* Meticulous and pro-active.
* Ability to work under pressure and find solutions in a fast paced environment.
* Analytical and adaptable.
* Quick and keen to learn new processes and skills.

**04/2009 – 05/2012**

**SELF EMPLOYED – PROPERTY RENOVATIONS**

* Advising both private customers and property developers of the best course of action and solutions.
* Sourcing customers and suppliers.
* Undertaking and project managing all types of building and maintenance work.
* Gaining repeat business from previous clients.
* Work secured through referral from satisfied customers.
* Effective planning and organisation ensuring that projects run smoothly, to timescale and budget.
* Flexibility in approach to enable customer confidence and satisfaction.

**04/2007 – 05/2010**

**INSTALLATIONS MANAGER – USEFUL STRUCTURES**

* Leading a team to achieve high levels of client satisfaction.
* Management and organisation of a range of projects.
* Meeting and exceeding goals set by my employer.
* Constant planning and flexibility to ensure schedules were adhered to.
* A proven track record of working to deadlines and under pressure.
* Excellent teamwork skills with the ability to deal with a wide variety of people and situations.
* A high level of competence in the planning and preparation of projects.
* Ability to work to high standards during peak periods of customer demand.
* Man and project management under tight time constraints.
* Excellent communication skills with both colleagues and customers.
* Supervising jobs and staff.
* Assessment of health and safety.

**EDUCATION**

**7 HABITS OF HIGHLY EFFECTIVE MANAGERS – PERSONAL DEVELOPMENT TRAINING**

**CURRENTLY WORKING TOWARDS CIPS LEVEL 3 CERTIFICATE**

**GUILSBOROUGH SECONDARY SCHOOL**

9 GCSE’S PASSED INCLUDING MATHEMATICS, ENGLISH, THE SCIENCES AND HISTORY.

3 A-LEVELS. BIOLOGY, PHYSICS, CHEMISTRY

**LANGUAGES**

Spanish – Conversational.

French – Basic (But willing to improve)

German – Basic (But willing to improve)

**LEISURE INTERESTS**

Family - Having two young children I am very family oriented and enjoy the challenge that comes with offering them the opportunity to experience as much of the world around us as is possible.

Travel - Having in the past spent time in other countries and cultures as well as enjoying shorter breaks to countries across Europe, Asia and the Americas I have a passion for travel and enjoy immersing myself within different environments and cultures.

Music – I have a very eclectic taste in music and enjoy playing musical instruments as well as attending live performances.

Sport – Rock climbing has been my main passion for a number of years now and all of my exercise is orientated towards improving my climbing ability. I regularly run, swim and use gym equipment as well as enjoying yoga, tai-chi and meditation.

I also enjoy mountaineering and hiking whenever possible and enjoy this both as a leisurely pursuit and a challenge.

**REFERENCES AVAILABLE UPON REQUEST**