CLIVE

DE SILVA

**CONTACT INFO**



DONVALE – VIC 3111

0468 392 663

[**c.deslva@gmail.com**](mailto:c.deslva@gmail.com)

**<https://www.linkedin.com/in/clive-de-silva-7a099417/>**

**📪**

**🕿**

**🖂**

****

25 January 2024

Dear Hiring Manager

I am a highly adaptable and goal-oriented expert with a demonstrated track record in Operations and Administrative Management. I have experienced a myriad of transferable skills from my time working within dynamic and varying employment, in a variety of roles, where I have been required to take an educational approach of consistent and constant learning within the positions.

Throughout my career, I have developed the following set of skills and attributes:

* Dynamic ability to adapt to changing conditions and unforeseen challenges, showcasing a flexible and solution-oriented mindset in high-pressure situations.
* Completes tasks accurately, thoroughly and with an eye toward quality, and in accordance with established processes and procedures.
* Consistent display of excellence and personal development within roles, ensuring to take an educational approach to all positions in order to grow as a professional and an individual.
* Assumed personal responsibility for all aspects of work - quality, timeliness and results, seeking to complete tasks with little oversight.
* Expertise in the complete marketing spectrum, including market research, product positioning, digital marketing, and traditional advertising.
* Creative, resourceful and flexible with the ability to adapt to changing priorities, maintain a positive attitude and strong work ethic.
* Outstanding complex problem-solving abilities, ensuring to undertake an entrepreneurial outlook into known issues, finding actionable and preferred solutions to problems with regularity.
* Displayed ability to carry out job duties in a manner that demonstrates ability to achieve the expected level of efficiency, quality, and customer service.
* Solid organisational and proven time management skills, and the ability to work to deadlines, prioritising activities, managing competing priorities, and responding to ad hoc and critical requests.
* Adept at analysing complex client issues and identifying innovative solutions through strategic problem-solving skills to improve customer satisfaction and process improvements that enhance overall efficiency.
* Team leadership and management experience, with the ability to get the best out of others in an array of situations and settings, providing guidance, mentorship, and support to drive individual and collective success.

As an individual that consistently seeks the most positive and rewarding outcomes for my employer and colleagues, I am flexible with a natural initiative to respond quickly when situations change. I relish in both teamwork and autonomous environments in which my desire to find mutually beneficial and desired outcomes shines through.

Yours faithfully

**Clive De Silva**

Encl. Professional Résumé

**PAGE 1**