

Ben Hamilton

Team Manager



My name is **Ben Hamilton** and I'm looking for a challenging new career path. I am a confident and highly organized professional with experience in busy offices and customer-facing environments. I am meticulous in collecting data and presentation, setting up and maintaining records, incorporating critical information and running high quality reports and analyses in the requisite style and format. Rapidly assimilating, learning processes applicable to in-house operations with relative ease.

Experience

May 2019 –
Present

Office Angles

Front Desk Receptionist & Barista

- Answering and directing phone calls
- Logging parcels and delivery notes into spreadsheets
- Franking mail
- Arranging courier's through TNT, Special Delivery Royal Mail and Interlink
- Welcoming visitors
- Hospitality work
- Looking after sales workers and clients needs
- Scheduling maintenance on equipment
- Preparing and delivering clients orders

Sep 2007 –
May 2019

Co-Op Food Group

Team Manager

Respected leader of a large workforce, carried out various management tasks and delivered KPI's.

- Implementing team goals and objectives
- Supervising, training or guiding team members
- Mediating any interpersonal issues
- Inspiring and motivating team members
- Providing effective feedback to team members and to senior management
- Managing remote teams
- Utilizing technology effectively
- Being knowledgeable about each team members job role

Skills

- Supervising Office Protocols & Procedures
- Skillful Communicator
- Writing & Editing Reports
- Maintaining Accounts
- Time Management & Prioritization
- Providing Team Leadership & Support
- Running Information Management Systems
- Handling Customer Relations

Personal Info

Address

Line 1

Line 2

Line 3

Phone

+44 1234 567890

Email

hamilton_ben@aol.com

**Jul 2006 –
Jun 2007**

Jacksons Sainsbury's. Leicester, Bede Island
Sales Assistant

Served customers and worked deliveries.

- Handling cash
- Delivering great customer service
- Stock replenishment
- Using company specific technology to carry out vital daily tasks

**Jun 2004 –
Jun 2005**

Hamilton Precision, Buckingham
Secretarial Assistant

- Database entry with Excel / Paragon
- Email management using Outlook
- Typing documents using Word
- Answering Telephone calls and directing to correct departments
- Greeting guests/ filling out visitors book
- Signing in/ sending off and delivering parcels

**Jan 2003 –
Jun 2004**

Alldays/Co-Op, Towcester
Sales Assistant

General till and stock work.

**Sep 1999 –
Mar 2001**

Silverstone Circuit, Silverstone
Go Kart Marshall

Safety and medical training. Fire safety. Providing customer service to clients.

Education & Qualifications

2003 - 2006

De Montfort University

BA Business – Result 2:1