

Mason Sullivan
20 Spickets Drive, Maldon, Essex
CM9 4DH
07468102447
masonsullivan@hotmail.co.uk

Personal Summary

I am a reliable and proactive individual who strives to achieve the best in everything I do. During my time at university I achieved a 2:1 degree, which shows that I am self-motivated, organised, and hardworking. I am experienced with working under pressure, and within budgets and deadlines. I possess a high level of personal interaction skills and enjoy working with both a team and as an individual. I am always looking to add to my skillset, I have enjoyed self-taught vehicle wrapping, I have undertaken an online Web Development course studying the following modules: Python, CSS Essentials, HTML Essentials, JavaScript Essentials, Microsoft 70-480: Programming in HTML5 with JavaScript and CSS3 and currently learning React using Pluralsite. I thrive when there is a problem to solve or a challenge to tackle. I am currently looking to pursue a new career as I am looking for a role which will present me with continuous new challenges.

Key Skills

- B2B sales & account management
- B2C sales
- New business generation
- Excellent communication skills, both written and verbal
- Natural rapport builder
- Numerate and IT literate (including Microsoft Office)
- JavaScript
- Python
- HTML

Education History

IT Career Swap November 2019 – May 2020

Web Development Course

- Python
- CSS Essentials
- HTML Essentials
- JavaScript Essentials
- Microsoft 70-480: Programming in HTML5 with JavaScript and CSS3

University of Essex 2013-2016

BSc (Hons) Sport and Exercise Science

Modules included:

- Cell biology for sports and exercise science
- Exercise physiology
- Biomechanics and movement analysis
- Sports injuries and exercise rehabilitation
- Anatomy and physiology
- Principles of nutrition and metabolism
- Health and lifestyle
- Sport and performance psychology
- Training techniques and assessment of athletes

Employment History

Gates Leasing Limited – June 2019 – April 2020

Leasing executive

Duties:

- Increasing sales volume whilst maintaining contact with all larger customers on a regular basis
- Fleet management of over 300 vehicles

- Regular meetings with clients and hierarchy of Gates
- Working immediately under director and responsible for the department when director was absent
- Dealing with incoming enquiry's as well as sourcing new business

Enterprise Rent-a-car – January 2019 – May 2019

Management Graduate Scheme - To develop continuously develop my personal skillset, in order to manage my own branch. At Enterprise, I have learnt the business from the ground upwards, utilising my skills previously gained from my role with Gates. A customer service driven company where service is at the heart of every transaction.

Duties:

- High level of customer service
- Account Management
- New Business Lead Generation
- In Depth Knowledge of insurance products
- Adaptive thinking
- Budget Management

Gates of Stortford – Bishop Stortford Nov 2016 – Nov 2018

Transit Centre Manager (Nov 2017 – Nov 2018)

Duties:

- Account managing business clients such as Ryanair and Weston Homes
- Working to targets and KPI
- Managing a small team of salespeople, recruiting and training employees whilst maintaining compliance with FCA and operational standards.
- Striving to develop growth of myself and others
- Ability to manage performance, identify strength and weaknesses of others to ensure maximum efficiency.
- To work within an allocated budget, managing all monetary accounts.
- Advising key strategies for marketing and implementing methods to ensure maximum efficiency to reduce downtime within the sales team.

Other Qualifications

- | | | |
|-------------------------|----------------------|-------------------------------------|
| • Basic sports medicine | • Public first aid | • Levels 1-3 principles of coaching |
| • Child safeguarding | • Enhanced DBS check | |

References Available on Request