

CURRICULUM VITAE

ADELINE EVA TAYLOR

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EXPERIENCED SALES PROMOTION OFFICER

Proven ability to:

- Promote services / sales in any environment
- Telephone calling / online promotion for opportunities
- Successfully communicate at all levels
- Achieving set targets

DATES

Mar 2019 to Sept 2019

Sep 2018 to Mar 2019

Jun 2015 to May 2018

Jun 2014 to Jun 2015

Sep 2013 to Jun 2014

Mar 2013 to Sep 2013

Jan 2011 to Mar 2013

CAREER OUTLINE

IN- STORE PROMOTER

EYG Ltd, Spalding

- Promoting home improvements
- Generate appointments for sales team

TELESALES PERSON

The Voice, Spalding

- Procure new business clients
- Procure advertising sales for local newspaper

RECRUITMENT & TRAINING ADVISOR

Steadfast Training Ltd, 30 High Street, Spalding

- Procure new business clients
- Generate appointments for sales team
- Recruitment for training opportunities

TELESALES PERSON – NEW BUSINESS

PTS Electrical, Gorse Lane, Grantham

- Procure new business clients
- Promote safety of PAT / 5 year wiring to clients

TELESALES PERSON

Premier Composites Ltd, Boston

- Business to business telesales procuring new sales opportunities
- Procure new business clients

TELESALES PERSON

Lloyds Law, Bourne

- Business to business Health & Safety Group sales
- Procure new business clients for bespoke office H&S policies

TELESALES PERSON

Easy as Training, Peterborough

- National telesales for NVQ training opportunities
- Procure new clients

Jul 2009 to Jan 2011

TELESALES PERSON

Focus, Peterborough

- National telesales for Truck Magazine
- Procure advertising sales and new clients

Feb 2003 to July 2009

SENIOR TRAINING ADVISOR

In-Training CBE, Peterborough (Newcastle College)

- Nationwide telesales for in-house NVQ training
- Procure new clients and trainees

Jan 2000 to Feb 2003

DEVELOPMENT SALES REPRESENTATIVE

Lincolnshire Free Press and Spalding Guardian, Spalding

- Developed advertising sales with existing clients
- Procured new clients
- Meet deadlines for weekly newspapers

Dec 1998 – Jan 2000

TELESALES PERSON

Key Publishing Ltd, Stamford

- Nationwide telephone sales for advertising spaces in 'Bowls International' and 'Flypast' publications
- Operated PC database

Jan 1998 – Dec 1998

TELESALES PERSON

Finnings Materials Handling Ltd, Spalding

- Nationwide telephone sales of Caterpillar forklifts and trucks
- Operated PC database

Feb 1995 – Jan 1998

TELESALES PERSON

Elliott Group, Baston

- Nationwide telephone sales / hiring of Portable Buildings
- Operated PC database

Feb 1994 – Feb 1995

SUPPORT TEAM MEMBER

Phoenix Motor Group Ltd

- Dealt with customer enquiries
- Handled car sales enquiries

Mar 1993 – Feb 1994

CHIEF FUND RAISER

ASBAH, Peterborough (Kent Area)

- Charity fund raising from telephone promotion
- Dealt with the public on all charity matters

Apl 1986 – Mar 1993

HOTEL RECEPTIONIST

Park Lane Hotel, London

- Managed reception desk and cash flows
- Dealt with guest lists and queries
- Awarded 'Employer of the Year' for outstanding duties

QUALIFICATIONS

CSE PASSES

- English
- Maths
- History