

Brooke Daniels

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Objective

I am a self-motivated and enthusiastic young professional. Organised and diligent with excellent interpersonal communication skills, which I have taken advantage of in my sales career to create relationships with customers and clients that I speak to on a daily basis. I take pride in any work I do and learn new skills very quickly. During my work career I have demonstrated excellent attention to detail and used my initiative to immerse myself into a stable career at a young age. I am currently seeking a new challenge which will utilise my meticulous attention to detail, and friendly, professional manner. It would be a great honour to contribute to Canada's strong and stable economy by working extremely hard with the possible opportunities offered to me.

Experience

SALES EXECUTIVE | VOLVO – MARSHALL MOTOR GROUP | JUNE 2017 - PRESENT

Managing a customer through the entire sales process from the first initial enquiry all the way up to the delivery and beyond. To maintain professionalism whilst being an ambassador for the company.

- Selling both new and used cars along with finance and related products that match the customer's needs and demands.
- Abiding with all Financial Conduct Authority Laws whilst recommending and negotiating the terms and conditions of a sales agreement.
- Exceeding strict monthly targets whilst preparing sold vehicles for customer delivery.
- Representing the company at events and promoting the brand to achieve high volume profit.

COMPLIANCE OFFICER | PERTEMPS MEDICAL PROFESSIONALS | AUGUST 2015 – JUNE 2017

Heavily regulated company in the medical industry. Essential strong knowledge of the current regulations in the industry. Ensuring the companies clients and employees conform to the laws and regulations as well as industry practices during their day to day duties.

- Ensuring healthcare professionals are fully compliant and that they have provided all necessary documentation for a fitness to work certificate.
- Providing authentication for all documentation to the board for regular external audits.
- Creating spreadsheets for the team to track records and progress from our databases.
- Presenting data to our managing director.

BREAK TO STUDY FOR GCSE'S | SEPTEMBER 2014 – AUGUST 2015

WAITRESS/KITCHEN STAFF | NAZEING GOLF CLUB | FEBRUARY 2012 – SEPTEMBER 2014

An attractive parkland course constructed to the highest USPGA specifications. The club has an abundance of regular members as well as

- Waitress and kitchen staff at big functions such as weddings, christening, funerals, Mother's Day/Father's Day and birthdays.
- Supporting in the kitchen every Sunday for a traditional carvery, informing them of daily specials and offers available.
- Working under pressure whilst keeping professional at all times.
- Ensuring I follow the health and safety act to ensure my own and others safety.

Education

LEVEL 2 NVQ BUSINESS AND SALES | AUGUST 2015 - AUGUST 2016 | HARLOW COLLEGE

Apprenticeship alongside my role at Pertemps Medical Professionals

ENGLISH BACCULAREATE | SEPTEMBER 2010 - JULY 2015 | STEWARDS ACADEMY

English – B; Mathematics – C; Science – C; History – B; ICT – B; Spanish – C; Business Studies - C

Skills & Abilities

- Target Driven and self-motivated
- Proficient in MS Office
- Calm and assured in pressured situations
- Clear communicator both written and verbal

References – available upon request