|  |  |
| --- | --- |
|  | |
| TORMOD CELESTINE SMITH | |
| Flat 205, Chelsea Cloisters, London, SW3 3DS, 07739397836, tormodsmith@hotmail.com | |
| Profile | A motivated, adaptable and responsible Economics graduate with good organizational and analytical skills, seeking a challenging role, which will allow me to develop and flourish. Having a broad range of experiences from graduating from a top tier University, teaching ESL in South Korea, and working as a Sales Negotiator in London I’ve proven my greatest strength is adaptability along with strong people skills. |
| Achievements | * Worked under pressure and achieved demanding quarterly sales targets in residential sales. * Taught ESL in South Korea to a range of students, in a professional environment * Completed internship at REED finance dealing with Finance Executives, in a fast paced setting, * Successfully launched a website to advertise a private rental property [www.ajoupasbarbados.com](http://www.ajoupasbarbados.com) |
| Employment **1 Feb 2014 -present**  **8th July 2012-**  **31st Jan 2014**  **8th Nov-**  **Feb 2012**  **Mar 2010 –**  **Sept 2011**  **2006-2010-**  **Sept 2006- present** | **Wink worth, Willesden Green, (Baz trading ltd), Sales Negotiator**   * Furthering my knowledge of the residential sales market in a more established branch. * Mastered the REAPIT system to manage applicants, vendors and prospective clients. * Worked closely together with management in assisting with valuations and providing vendors with accurate feedback on marketing strategies for major portal websites Zoopla and Rightmove. * Assisted with the preparation of property descriptions, photos and details- advising on how best to present a property to the online market.   **Jorgensen Turner Estate Agents Queens park, Sales Negotiator**   * Dealt in all aspects of selling property for a fledgling estate agency in Queens Park North West London. * Liaised continuously with property vendors, buyers, mortgage brokers, solicitors and other agents to meet demanding quarterly sales targets, taking responsibility of sales progression from start to finish. * Administered all relevant paperwork such as the Memorandum of Sale and property details. * After substituting for Staff shortages in the Lettings department quickly adapted to understanding all processes within the lettings team whilst substituting as a lettings negotiator.   **Reed Finance Specialist Recruitment, *Intern*, administrator**   * Delivered excellence in customer service to inquiries from candidates and colleagues, * Sourced suitable candidates for the accounting and finance, commerce and Industry department, dealt with senior finance professionals, such as financial controllers and finance directors. Face to face and by telephone * Used Boolean search streams to match suitable candidates from various databases. * Managed and updated Business Development spreadsheets using Excel.   **(South Korea) ,Public High School *Foreign Language Teacher*,**   * Taught English in a public high school, planned and implemented entire curriculum for 1st grade and 2nd grade classes. * Developed administration, accuracy and presentation skills. Used multimedia techniques to aid interactive learning in a classroom environment. Particularly Microsoft power point. * Used various methodologies such as tasked based learning to make learning interesting and fun.   **(South Korea) ESL Teacher, taught both children and adults in various roles,**  **Ajoupa’s Barbados, Part time Bookings administrator**  Launched and successfully manage a website for a private villa rental [www.ajoupasbarbados.com](http://www.ajoupasbarbados.com) |
| Education | University of Glasgow, Economics 2:2, graduated 2005Shawlands Academy, Highers; B,B,B, B, Standard Grades;1,1,1,1,1,2,2,3, graduated 2000 |
| Skills | Full Clean Drivers license, Korean Intermediate, PADI (certified Diver), CELTA certified, MNAEA, Learning, Front-end Web Development (HTML, Java script and CSS). |
| References Available on Request | |