

YOUR NAME

Your Address

Your Town

Your County

Your Postcode

Tel: 01234 556677

Mobile: 01867 1234567

Email: loz@compo.co.uk

PERSONAL PROFILE

A conscientious, efficient adaptable individual, capable of dealing politely with staff and customers in all situations to achieve excellent results. Able to communicate effectively in person and by phone at all levels. Computer literate. Reliable and responsible, with excellent training and business skills and a record of success.

SKILLS & ACHIEVEMENTS

- Dealt with customers, reps and staff; answered enquiries, handled problems.
- Completed CLAIT course (Word-processing, spreadsheets, databases).
- Won new orders with chain stores by telephone canvassing.
- Organised and ran training programmes to NVQ Level 2 for five members of staff.
- Ordered maintained and controlled over 300 items of stock, using computer.
- Increased sales of current and new products by 14% over a 10 month period.

EDUCATION & TRAINING

CLAIT	Cleckhuddersfax College	201?
GNVQ Intermediate Business Studies	Cleckhuddersfax College	200? - 201?

CAREER HISTORY

Sales Supervisor	B.S. Lowry, Middlesbrough	2008 – 201?
Sales Assistant	Collette Modes, Ormesby	2005- 2008

OTHER INFORMATION

Three years experience as volunteer worker in charity shop. (Stock control, customer service, cleaning). Various other part-time cleaning, factory and packing jobs. Interests include DIY, wind-surfing, playing tennis, dining out.

REFERENCES AVAILABLE ON REQUEST