

Mary Cunningham

Business Manager

AREAS OF EXPERTISE

Operational management

Marketing & PR

Health & Safety management

Competitor analysis

People management

Business administration

Customer service

PROFESSIONAL

CIM

MBA

PERSONAL SKILLS

Team player

Professional appearance

Goals orientated

PERSONAL DETAILS

*Mary Cunningham
34 Anywhere Road
Coventry
CV6 7RF*

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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

An experienced business manager with a consistent track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing productivity, all to tight time scales and within budget. Having a professional attitude and an ability to be flexible and handle change in a positive manner.

Possessing excellent communication, leadership and organizational skills, Mary is presently looking for a Business Manager position with a forward moving company.

WORK EXPERIENCE

Fenn Property Management – Coventry

BUSINESS MANAGER June 2008 - Present

Organizing and planning essential central services such as reception, security, maintenance, mail, as well as day to day running of the venue. Responsible for making sure that contracts, insurance requirements and safety standards are correctly complied with.

Duties:

- In charge of 10 members of staff.
- Develop and utilise customer database for phone calls, product launches, events.
- Manage cash loss prevention procedures and established security policies.
- Keeping senior management informed of changes in my areas of responsibility.
- Analyzing sales figures and forecasting future sales volumes.
- Involved in the recruitment and interviewing of new staff.
- Managing and motivating staff to increase sales and ensure business efficiency.
- Producing reports on performance, then measuring these against set indicators.
- Reviewing current organizational effectiveness and making recommendations for improvements.

KEY SKILLS AND COMPETENCIES

- Managing time, establish priorities and delegating effectively.
- Able to prepare budgets and cost estimates.
- In depth experience & understanding of the retail channel.
- Liaising with local authorities and regulatory bodies on business related issues.
- Experience of setting targets and monitoring performance.
- Excellent communication skills and ability to present across all media.
- Can identify key opportunities & efficiencies for greater profitability.
- Providing the necessary coaching, support & guidance to assist new staff.
- Ability to function in a fast-paced environment.

ACADEMIC QUALIFICATIONS

BA (Hons) Business Management

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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