

Linda Harris

CEO CV

AREAS OF EXPERTISE

Strategic planning

Financing

Commercial operations

Business development

Feasibility studies

Project management

Operational management

Business finance

Performance management

PROFESSIONAL

*NVQ Facilities
Management*

MBA

PERSONAL SKILLS

Strong leadership

High energy

Team builder

PERSONAL DETAILS

*Linda Harris
34 Made Up Road
Coventry
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A seasoned and successful leader with a track record of producing, presenting and managing the implementation of innovative business solutions. Highly motivated with a proven ability to develop people and commercialize all aspects of a business. Experienced in converting every opportunity into success and of driving profit and growth. Well networked and highly successful in implementing business process improvements, defining company direction, achieving goals, change and optimising business procedures.

Keen to find a challenging position with a successful and ambitious company that offers opportunities for career development and advancement.

WORK EXPERIENCE

National Media Company – Coventry

CEO June 2008 - Present

Responsible for planning strategic business objectives and also implementing systems and processes to monitor and report on performance against agreed Key Performance Indicators across all the business sectors.

Duties:

- Responsible for driving the growth of revenue and profit margins.
- Responsible for all contracts and lease agreements with key stakeholders & clients.
- Interpreting financial data and drawing conclusions.
- Analysing operating costs and efficiency.
- Identify skills gaps and devise hiring strategies.
- Winning business from key target clients.
- Implementing systems that reward good staff performance & competence.
- Liaising with key strategic suppliers and customers to define KPI's.
- Reviewing and monitoring all budget expenditure.
- Motivating & providing strong leadership to all departments.
- Developing the company's commercial processes including account management and marketing.

KEY SKILLS AND COMPETENCIES

- Decisive and forward thinking, with strong vision and strategic capability.
- Ability to network and liaise with clients at every level.
- Experience of Total Facility Management in hard and soft services.
- Experience of operating within highly competitive markets.
- Experience in being instructed by clients at a senior level in major firms.
- Motivational and credible with highly effective interpersonal skills.
- Highly commercial and committed to quality and innovation.
- Operationally strong, financially aware and commercially astute.

ACADEMIC QUALIFICATIONS

BA (Hons) International Management

Nuneaton University 2005 - 2008

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

Coventry North School 2000 - 2005

REFERENCES – Available on request.

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