

# Maxine Curry

## Executive Director

### AREAS OF EXPERTISE

*Operational management*

*Fundraising*

*Managing delivery*

*Preparing budgets*

*Employee relations*

*Compliance issues*

### PROFESSIONAL

*French (fluent)*

*German (intermediate)*

### PERSONAL SKILLS

*Polite and friendly*

*'Can do' attitude*

*Attention to detail*

*Flexible*

### CONTACT

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*Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

A professional and dynamic leader who possess significant senior management experience which has been gained in both the public and private sectors. Maxine has a track record of delivering commercial results and pushing organisations to the next stage of their development. She is an intellectual and very commercially astute individual who can assist any Board in the development and implementation of both short and long term goals. Right now she is looking for a suitable position with a company that want to recruit the best in their profession.

### WORK EXPERIENCE

#### *Company name – Location*

EXECUTIVE DIRECTOR      Jun 2013 – Present

Responsible for proactively leading the strategic and corporate direction of the company in partnership with other senior managers and the Board.

#### *Duties:*

- Keeping the Board informed, on a timely basis of significant and important issues.
- Driving productivity and ensuring the smooth flow of business whilst ensuring its legality, safety and security.
- Developing and implementing innovative systems to deliver even better performance at lower cost.
- Defining the company's operational strategy, processes and procedures.
- Chairing company audit and finance board meetings.
- Influencing the strategic direction of the business.
- Assisting with the hiring of quality staff and then retaining them.
- Providing an advisory service to senior managers.
- Increasing the operational efficiency of all company departments.
- Building strong relationships and connections with partner organisations.

*Company name - Location*      JOB TITLE      Dates (i.e. Aug 2011 – Jun 2013)

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### KEY SKILLS AND COMPETENCIES

- Have a logical mind and able to quickly comprehend balance sheets and statistics.
- Delivering organisational change.
- Strong academic record with extensive project management certification.
- Project management skills and experience.
- Proven track record of leading and developing teams.
- Superb data gathering and mining skills.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      **2008 - 2011**  
BSc (Hons)      Sales Management

*Coventry Central College*      **2005 - 2008**  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



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