

# Maxine Curry

## Manager

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### PERSONAL SUMMARY

A forward thinking, hardworking and dynamic Manager who will ensure that what has to be done is done effectively and efficiently within the constraints of budget and time. She is the type of person who gets a kick out of going above and beyond the call of duty and has the proven leadership skills along with the necessary tenacity needed to get the most demanding of jobs done. Maxine is a born negotiator who can successfully talk through disagreements between highly entrenched parties. Right now she is looking for an opportunity to build a career with a company that has a friendly, flexible working environment where she can develop and thrive.



### CAREER HISTORY

#### *Insurance Company - Coventry* MANAGER

Sep 2014 – Present

Responsible for providing supportive and effective management to staff within all areas of responsibility.

- Coordinating the operations of different teams.
- Making sure that members of staff are trained.
- Attending regular management meetings.
- Creating and maintaining all HR admin systems.
- Setting departmental budgets that are acceptable.
- Inducting, training and supervising new staff.
- Reminding employees of what is acceptable.
- Enforcing strict rules in the work place.
- Working closely with other departments.



#### *Marketing Company - Coventry* DUTY MANAGER Jun 2012 - Sep 2014

Was in charge of ensuring that staff comply with all required professional boundaries and codes of conduct. Also ensured that members of staff correctly interpret and implement any instructions given to them.

#### *Distribution Company - Leeds* TRAINEE MANAGER Jan 2010 - Aug 2012

### PROFESSIONAL

#### *Management*

- Treating each employee as an individual and showing concern for their welfare, aims and career development.
- Ensuring that the maximum amount of useful information is extracted from a company's data systems.
- Always discreet in the handling of sensitive and confidential customer, staff or business data and information.
- Very good understanding of the public sector and how it can work in overall partnership with the public sector.
- Willing to delegate and allow members of staff the freedom to get on with a specific job the way they want to.
- Open to constructive feedback & always listening carefully to what employees have to say about the company.

#### *Personal*

- Open minded and have the ability to see the big picture not matter how complicated or confusing things get.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Superb communication skills & able to develop good working relationships with colleagues and other managers.
- Able to work under intense pressure and never cracking when the going gets tough or when emergencies occur.

### ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Business Management Degree
<i>North East College</i>	<i>2005 - 2006</i>	Diploma in Management
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Business Administration
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Marketing
<i>Coventry School</i>	<i>2000 - 2004</i>	A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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