

Jemma White

Manager

Dayjob.com, The Big Peg, 120 Vyse Street, Birmingham B18 6NF T: 0121 638 0026 - E: info@dayjob.com

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 learn, develop and thrive.

SKILLS

- Reducing staff absence rates
- Business running experience
- Budget and expenditure control
- Acting as appointed Consultant
- Managing staff information
- Superb organisational abilities
- Report writing capabilities
- Managing market research



PERSONAL

- Passionate about managing
- Effective communication skills
- Working as part of a tight team
- Creating a relaxed atmosphere
- Taking on extra responsibility
- Punctual & always on time
- Good at making decisions
- Superb time management

CAREER HISTORY

Insurance Company - Coventry

MANAGER Aug 2012 – Present

Responsible for providing supportive and effective management to staff within all areas of responsibility. Also in charge of ensuring that staff comply with all required professional boundaries and codes of conduct.

Duties:

- Coordinating the operations of different departments & teams to ensure that they all pull in the same direction.
- Making sure that members of staff have all the training they need to consistently deliver what is expected of them.
- Attending and contributing to regular senior management meeting by making practical suggestions.
- Ensuring that members of staff correctly interpret & implement any instructions given to them whilst at work.
- Creating and maintaining all aspects of Human Resources administrative system, payroll, contracts & timesheets.
- Setting departmental budgets then making sure that they are observed, maintained and not exceeded.
- Regularly reminding every employee of what is acceptable and unacceptable behaviour in the workplace.

Marketing Company - Coventry

DUTY MANAGER

Jun 2012 - Sep 2014

Distribution Company - Leeds

TRAINEE MANAGER

Jan 2010 - Aug 2012

PROFESSIONAL

- 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 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.

ACADEMIC QUALIFICATIONS

South East University 2006 - 2009

Business Management Degree

North East College 2005 - 2006

Diploma in Management

Sparkbrook College 2004 - 2005

Diploma in Business Administration

Coventry School 2000 - 2004

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

REFERENCES - Available on request



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