

Jemma White

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 learn & grow.

CAREER HISTORY

Insurance Company - Coventry

MANAGER

Aug 2012 – Present

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

- Coordinating the operations of different teams and departments.
- Making sure that members of staff are fully and properly trained up.
- Attending and contributing to regular management meetings.
- Creating and maintaining all HR admin and payroll systems.
- Setting departmental budgets that are acceptable and fair to all.
- Inducting, training and supervising new staff who have just joined.



PROFESSIONAL

- Good understanding of the private and public sectors.
- Treating all those whom I come into contact with in the course of work, in a courteous manner.
- Have a methodical approach to work and able to manage time as well as company resources effectively.
- Possess all of the relevant leadership skills and functions commensurate with management roles requirements.
- Knowledge of all relevant Management Codes of Conduct.

Marketing Company - Coventry

DUTY MANAGER

Jun 2012 - Sep 2014

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.

Distribution Company - Leeds

TRAINEE MANAGER

Jan 2010 - Aug 2012

COMPETENCIES

Management

- 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.
- Creating and maintaining all aspects of Human Resources administrative system, payroll, contracts & timesheets.

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.

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

REFERENCES - Available on request



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