

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 learn, develop and thrive.

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.

Duties:

- Coordinating the operations of different departments and teams.
- Making sure that members of staff have all the training they need.
- Attending & contributing to regular senior management meetings.
- Creating and maintaining all aspects of the HR administrative system.
- Setting departmental budgets then making sure that they honoured.
- Regularly reminding every employee of what is acceptable behaviour.
- Ensuring that staff members correctly interpret all work instructions.
- Delegating work duties to specific members of staff and teams.
- Acting as a point of reference for any queries that employees have.

Marketing Company - Coventry

DUTY MANAGER

Jun 2012 - Sep 2014

Worked as an active member of the multidisciplinary care team that treated patients from all walks of life.

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.

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

Sparkbrook College 2004 - 2005

Diploma in Marketing

Coventry School 2000 - 2004

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

REFERENCES - Available on request



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