

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 and develop.

CAREER HISTORY

Insurance Company - Coventry MANAGER Sep 2014 – 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.
- 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.
- Ensuring that members of staff correctly interpret and implement any instructions given to them whilst at work.

Marketing Company - Coventry DUTY MANAGER Jun 2012 - Sep 2014

Distribution Company - Leeds TRAINEE MANAGER Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

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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