

# Maxine Curry

## Marketing Executive

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### PERSONAL SUMMARY

Maxine loves learning, getting results and working with others. She gets a real kick out of producing great sales pitches that get real results for her clients. In her current role she has gained a reputation for being extremely organised and capable of moving easily between clients and tasks. As a true professional she has a keen eye for design and is very comfortable with analysing reports and campaign activities from the results. On a personal level she has the ability to build positive individual relationships with key people. Right now she is looking for a suitable position with a company that is on the look-out for bringing genuine fresh talent into their workforce.



### CAREER HISTORY

MARKETING EXECUTIVE *Company, Coventry* Sep 2014 - Present

Responsible for following clear processes to improve and streamline the marketing efforts of the company's key customers. Also delivering multi-channel marketing plans across a variety of platforms.

#### Duties:

- Working with Marketing Managers to create & upload search marketing content onto the company's website.
- Providing operational support to internal departments and external suppliers as per precise business requirements.
- Organising and attending local and national events such as conferences, seminars, receptions & exhibitions.
- Using Microsoft Office packages, particularly Excel, PowerPoint and Word to produce clear and concise reports.
- Ensuring that all customer related company-wide filing systems & archive records are accurate and up to date.
- Regularly reminding every employee of what is acceptable and unacceptable behaviour in the workplace.
- Researching and compiling tailored monthly analytics and ad reports for all key stakeholders and senior managers.

EXECUTIVE *Marketing Company - Coventry* Jun 2012 - Sep 2014

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

### PROFESSIONAL SKILLS

#### Executive

- Can be a key motivator within a team setting and able to get colleagues to perform well above their average level.
- Problem solving by applying logical and lateral thinking to issues and then coming up with viable solutions.
- Good at building relationships across different levels and with people from all social or cultural backgrounds.
- Fluent in English & German and able to convey an articulate message's in both verbal, written and electronic form.
- Detail and process-orientated and always ensuring the right tasks are done by the right people at the right time.
- Can negotiate efficiently and able to manage people's expectations in any high pressure environments.

#### Personal

- Conducting herself in a professional manner & able to act as a perfect ambassador for any company she works for.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Adaptable by nature, flexible in her opinions and someone who is open to changing arrangements at short notice.

### ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Sales 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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