

Maxine Curry

Senior Executive

AREAS OF EXPERTISE

Administrative procedures

Project management

Managing resources

Stakeholder management

Contract management

Business development

Budget monitoring

PROFESSIONAL

French speaker

First Aider

PERSONAL SKILLS

Passionate

Forward thinking

Focused

Hard working

CONTACT

Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com

Driving license: Yes
Nationality: British

PERSONAL SUMMARY

Maxine is a successful Senior Executive who gets results that matter and who has a track record of leading multiple teams who have constantly delivered outstanding results. She is a multi-skilled, multi-faceted and experienced leader who is able to bring a fresh perspective to existing operations. Furthermore, she has the vision needed to see the most challenging, exciting and inspiring possibilities clearly. In her present role, she liaises collaboratively with the Chair as well as Board, and is proud to say that her work has a direct bearing on the decisions made by company Directors. Right now, she would like to join a company that has a vibrant working atmosphere.

WORK EXPERIENCE

Company name – Location

SENIOR EXECUTIVE Jun 2013 – Present

Responsible for managing a large team & overseeing the smooth running of the company's day to day operations.

Duties:

- Having direct and positive involvement & control of various management processes.
- Building real momentum behind the company's purpose, mission and objectives.
- Presenting analysis and recommendations to colleagues and stakeholders alike.
- Working effectively with senior colleagues to shape the company's future direction.
- Managing external contractors and suppliers to ensure they keep to their obligations.
- Ensuring that all partner related contractual agreements are strictly adhered to.
- Editing reports for presentation, publication, and submission to senior managers.
- Prioritizing work by considering its risk, importance, urgency, and implications.
- Responding to and quickly correcting all quality and staff under-performance issues.
- Controlling department expenditure and making sure it does not go over budget.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Ability to spot opportunities a mile away and then quickly take advantage of them.
- Achieving pre-set goals by working through collaborative partnerships with others.
- Coping with any obstacles in the way of progress with tact, urgency & diplomacy.
- Assisting in recruiting talented individuals to the company and then retaining them.
- Comprehensive understanding of all related company-wide rules and regulations.
- Can quickly analyse complex concepts, information, feedback and reports.
- Able to think and see through the numbers and then come to logical conclusions.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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