

Maxine Curry

Team Leader

AREAS OF EXPERTISE

Supervising Staff
Completing Paperwork
Managing Processes
Conflict Management
Staff Motivation
Decision Making
Delegating work

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A hard working Team Leader who performs and delegates all her multiple duties in a respectful and professional manner. Maxine has a fair and consistent approach to managing staff and possesses extensive experience of interviewing, hiring, supervising and developing them. Apart from her ability to effectively lead a team, she can also motivate staff to do better, make sound decisions and work with managers and staff at all levels of responsibility. Right now, she is looking to join an exciting and ambitious company that will reward her accordingly for her abilities, commitment and hard work.

WORK EXPERIENCE

Company name – Location

TEAM LEADER Jun 2013 – Present

Responsible for overseeing the day-to-day operations of the team, distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained.

Duties:

- Allocating jobs and workloads to individual staff members based on their ability.
- Implementing new initiatives and making sure all staff understand them.
- Giving prompt and accurate information on individual staff member performance.
- Making sure all tasks given to staff are done on time and to the required standard.
- Ensuring a clean, safe and friendly working environment for all team members.
- Ensuring that there is a certain level of slack in the system to cover busy periods.
- Managing any staff sickness levels and organising the necessary cover.
- Making sure that Health & Safety rules are strictly followed by all team members.
- Establishing team and staff targets as a reflection of the company's objectives.
- Providing accurate information to senior managers on key issues.

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

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KEY SKILLS AND COMPETENCIES

- Prioritising important tasks and ensuring they get done first and get done properly.
- Proficient with MS Office and various other forms of work related technology.
- Improving product quality, customer communications and staff cooperation.
- Able to work in a busy, fast moving and target driven production environment.
- Committed to promoting fair equal opportunities in the workplace at all levels.
- Always willing to step in and help out work colleagues who are struggling.
- Willing to challenge current methods of work and to then identify, recommend and implement practical improvements.

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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