

# Linda Harris

## General manager

### AREAS OF EXPERTISE

*Management procedures*

*Project management*

*Controlling budgets*

*On time delivery*

*Business improvement*

*Employee relations*

*Forecasting & finance*

*Customer facing*

*Financial awareness*

### PROFESSIONAL

*NVQ in Occupational  
Health and Safety*

*French speaker*

### PERSONAL SKILLS

*Good financial acumen*

*Influencing within cross-  
functional teams*

*Results focused*

### PERSONAL DETAILS

*Linda Harris  
34 Made Up Road  
Coventry  
CV66 7RF*

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*E: [linda.h@dayjob.co.uk](mailto:linda.h@dayjob.co.uk)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A capable, results orientated general manager with experience of leading high performance teams and of successfully increasing efficiency and productivity whilst reducing costs and inefficiencies. Ability to keep a level head at all times, nurture and grow a business, evaluate opportunities and risks and also deliver innovative new solutions to challenges. Possessing excellent client facing and configuration skills and highly successful in helping define company direction, achieving goals and optimising business.

Currently looking for a suitable managerial position with an ambitious company.

### WORK EXPERIENCE

#### *Publishing Company – Coventry*

GENERAL MANAGER June 2008 - Present

Providing leadership and management to the business and fully responsible for the day- to-day running of various departments. Focused on developing programmes that deliver efficiencies and playing a leading role in the mobilisation, development and implementation of robust operational processes.

#### *Duties:*

- Directing various business departments to ensure the smooth running of the company.
- Resolving contractual and commercial issues and disputes.
- Training and leading a large team, providing discipline and performance feedback.
- Developing positive direct relationships with key business contacts.
- Scheduling workload to meet priorities and targets.
- Possessing personality, energy & charisma to inspire, lead and develop staff.
- Using automated computer systems to monitor stock control.
- Analyzing complex data and documentation.
- Involved in the recruitment and mentoring of new staff.
- Responsible for achieving all performance related targets.
- Ensuring that best practice is followed in safety, legality and quality of service.
- Developing and supporting a cross functional culture of continuous improvement.
- Assisting company accountants in the formulation of forecasts and budgets.
- Maintaining excellent relationships with clients and suppliers.
- Undertaking staff performance reviews.

### KEY SKILLS AND COMPETENCIES

- Excellent hands on management & communications skills.
- Able to communicate and present confidently, clearly and expressively.
- Accustomed to working with senior management.
- Able to think laterally to create options and solutions.
- Skilled negotiator, with proven experience in a commercial environment.

### ACADEMIC QUALIFICATIONS

BA (Hons) International Management

*Nuneaton University 2005 - 2008*

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

*Coventry North School 2000 - 2005*

REFERENCES – Available on request.

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