

# Judith Edwin

## Graduate management consultant

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### Personal profile

A motivated and committed Business Studies graduate with a proven ability to effectively evaluate, organise and prioritise work within a overall project schedule. Able to communicate effectively with work colleagues at all levels, including key stakeholders and senior managers, with the ultimate aim of delivering quality and value for money.

Judith is currently looking for a suitable graduate managerial or consultant position with a reputable and forward thinking organisation.

### Academic qualifications

BA (Hons) Business Studies

A' Levels: Maths (C) English (A) Physics (A)

### Areas of expertise

Project management	Risk assessments
Strategy development	Marketing
Budget control	People management

### Work experience

#### TRAINEE ASSISTANT MANAGER

*Mathews Financial Services* May 2010 - Present

Responsible for encouraging best practise and excellent customer service and providing my team with daily support and formal supervision.

#### Duties:

- Monitoring revenue expenditure.
- Maintaining accurate records and preparing reports for senior managers.
- Helping to write up reports for presentation and publication.
- Managing the department's entire filing system.
- Participating in training, supervision and team meetings.
- Providing assistance and advice to service users.
- Developing and recommending service improvement.
- Giving PowerPoint presentations to senior managers & directors.
- Maintaining accurate records of expenditure, accounting, costing & billing.

### EXPERIENCE & KEY COMPETENCIES

#### Management skills

- A clear understanding of management principles.
- Able to work as part of a multidisciplinary team.
- Experience of giving professional advice and guidance.
- Public relations experience, able to promote a companies achievements and services, and to further develop a brand.
- Familiar with customer relationship management systems.
- Creating a client database.
- Able to monitor the progress of the company's business plan.
- Able to provide expertise, advice and support for sales campaigns and marketing activities.
- Experience in the analysis of marketing databases.
- Marketing Intelligence & Competitive Analysis.
- Experience in customer-level data analysis, customer segmentation, predictive modelling, etc.

#### Personal attributes

- Ability to inspire confidence and engage staff right across an organisation.
- Articulate, enthusiastic and self motivated.
- Highly organised with good planning skills & ability to meet strict deadlines.
- Excellent written and oral communication skills with ability to clearly communicate ideas and results to non-technical business people.
- Ability to work under pressure.
- Target driven with unlimited amounts of energy and enthusiasm.

#### References

Available on request.

#### Personal

Driving license:	Yes
Nationality:	British
Languages:	French, German

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