

# Wendy Harris

## Team Leader

### AREAS OF EXPERTISE

*Supervising*

*Ability to motivate people*

*Strategic planning*

*Commercial Awareness*

*Equal Opportunities*

*Health & Safety Legislation*

*Risk assessment*

### PROFESSIONAL

*Institute of Leadership  
and Management (ILM)  
Level 2 Certificate in  
Team Leading*

### PERSONAL SKILLS

*High performance*

*Delegating*

*Decision making*

*Organising*

### PERSONAL DETAILS

*Wendy Harris  
34 Anywhere Road  
Coventry  
CV6 7RF*

*T: 02476 888 5544*

*M: 0887 222 9999*

*E: [wendy.h@emaladdress.co.uk](mailto:wendy.h@emaladdress.co.uk)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Possessing excellent management skills and having the ability to work with the minimum of supervision whilst leading a team of twelve or more. Having a proven ability to lead by example, consistently hit targets, improve best practices and organise time efficiently.

Now looking forward to a making a significant contribution as a team leader with a company that offers a genuine opportunity for progression.

### WORK EXPERIENCE

**Financial Advisory Company – Coventry**  
TEAM LEADER June 2008 - Present

Ensuring that staff are motivated, monitored and measured in line with company targets and performance standards. Responsible for making sure that any gaps in performance or quality are quickly identified and addressed. Producing accurate reports on team performance for senior managers.

#### **Duties:**

- Preparing daily workloads for staff & co-ordinating the daily allocation of work.
- Motivating the team to achieve high standards and KPI targets.
- Handling new client enquiries and acting as the face of the business.
- Dealing with and resolving problems and issues which arise.
- Working with the sales and marketing team to drive sales forward.
- Mentoring and training up junior and new staff.
- Monitoring & reporting on standards & performance targets.
- Arranging & chairing weekly team meetings, focussing on targets & achievements.
- Implementing new initiatives.
- Involved in the recruitment of new staff.
- Praise team members and creates a positive working environment.
- Ensuring all administrative and IT records are entered and updated correctly.
- Providing prompt and accurate information on individual performance.

### KEY SKILLS AND COMPETENCIES

- Proven ability to manage through others.
- Strong decision making and problem solving skills.
- Able to motivate and lead others in a team environment.
- Excellent communication skills, both written and verbal.
- An ability to build rapport and trust quickly with work colleagues.
- Able to prioritise tasks and workloads in order of importance.
- Track record of delivering results with deadlines.

### ACADEMIC QUALIFICATIONS

Chartered Management Institute (CMI) - Level 2 Introductory Certificate in Team Leading **Nuneaton North College 2005 - 2008**

A levels: Maths (A) English (B) Technology (B) Science (C)  
**Coventry Central College 2003 - 2005**

**REFERENCES** – Available on request.

---

**Copyright information - Please read**

© This team leader [CV template](#) is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site [www.dayjob.com](http://www.dayjob.com). However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: [info@dayjob.com](mailto:info@dayjob.com).