

Personal statement

Tracy has the ability to turn strategy into effective delivery. She has superb organisational leadership skills with a proven ability to successfully deliver a wide-reaching programme of organisational and cultural change. Has a track record of building meaningful relationships with senior stakeholders. Takes a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated. Happy to admit mistakes, and learn from both mistakes and successes. Right now, looking to be part of something special, and wants to work for a dynamic company that provides good career opportunities.

Employment History

Company name - Location

CEO April 2019 - Present

Responsible for establishing priorities in terms of corporate objectives and approved long-term strategies. He has extensive experience of working collaboratively with stakeholders at all levels in complex and uncertain environments. Developing potential successors who will in the future be able to fill senior positions.

Duties:

- Directing and managing staff of all levels in over five different company departments.
- Ensuring that all appropriate documentation is kept on file and available for inspection at all times.
- Monitoring the cost, quality, and efficiency of all production and administrative processes.
- Delivering strategic priorities within strict timelines as set out by the Board of Directors.
- Negotiating costs with suppliers, couriers and other third parties both nationally and internationally.
- Ability to establish a rapport with people from all social backgrounds.
- Using project management disciplines to lead or contribute to project work in various sectors.
- Measuring project performance to identify areas for improvement.
- Ensuring the company maintains sound financial practices and has adequate funds to carry out its work.

Company - London

CEO October 2018 – April 2019

Organisation - Watford

DEPUTY CEO June 2017 – October 2018

Areas of Expertise

Financial management	Preparing budgets	Strategic planning	Operational excellence
Income generation	Air freight	Regulatory compliance	Project resources
Service delivery	Stock management	Workload forecasting	Relationships

Management skills

- Working in a fast-paced environment whilst maintaining a high-quality customer service
- Possesses the highest levels of achievable personal and professional integrity.
- Spotting, managing and then promoting talented staff.
- Practical experience managing Health and Safety operationally across a large team.
- Having an awareness of different cultures and a diplomatic approach to any associated conflicts.

Academic Qualifications

Birmingham North University	2014 - 2017	Business Management	BA (Hons)
Sales & Marketing	2012 - 2014	Diploma	
Birmingham South College	2007 - 2012	Commerce Diploma	

References - Available on request.



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