

# Boxed Jobs

Mobile/Phone | jobs@boxedjobs.co.uk

## PROFILE – *Should showcase you, your ability and what you want in a role*

A highly motivated and conscientious individual with an ability to lead and manage high performance teams through business change. Trustworthy, with an ability to use my own initiative to develop and implement ideas improving business performance. An excellent leader demonstrated through various managerial roles within high paced retail and the third sector, which have involved motivating other peer groups and fellow colleagues to achieve their objectives. An effective communicator at all levels with excellent problem solving and analytical skills in addition to being computer literate.

## KEY SKILLS

Operational Management  
Sales

Customer Service  
Team Management

Project Management  
Effective Communication

## CAREER DETAIL

### Made up Charity – Operations Manager

**2012 to Present**

- Responsible for the operational management of the Charity with managerial responsibility of over 80 staff and volunteers delivering operational change across the organisation.
- Leading the development and implementation of training & mentoring sessions, recruitment of staff, publicity and promotions, holiday and sickness management.
- Provided subject matter expert advice on business and operational matters in addition to being responsible for managing the charity volunteers,

### Employer – Job Title

**2007 to 2012**

- Responsibility for the oversight of regulatory compliance and main point of contact for all legal aspects of the stores operations.
- Leading a team of 8 within the XXX Department ensuring business continuity and compliance across all store departments in addition to dealing with local HR matters.

*Continue to add your career history in a consistent format as above going back 8-10 years if employment is relevant; explain any gaps in employment (this can be in the cover letter if needed).*

## ACHIEVEMENTS

- Increased turnover for organisation by XXX via XXX resulting in XXXX.
- Participated in the Cardiff Half Marathon, raising over £1500 for Tenovus Cancer Care Charity
- Local School Governor for the last 3 years.

## EDUCATION & TRAINING

BSc (Hons)	Business Information Systems Management, Bournemouth University	<b>2003 – 2007</b>
A Levels	Geography, History, French, Secondary School	<b>2001 – 2003</b>
10 x GCSE's	A* to C (Inc English Language & Maths), Secondary School	<b>1995 – 2000</b>

*Can include any relevant training, ILM, CIPD, Prince 2 etc.*

## Hobbies and Interests

*This can be left out if space is at a premium.*

References available on request