

## **YOUR NAME**

Your Address

Your Town

Your County

Your Postcode

Mobile: 01867 1234567

Email: loz@compo.co.uk

## **PERSONAL AND SKILLS PROFILE**

A reliable, hardworking person, capable of dealing politely with staff and customers in all situations to achieve excellent results. Able to communicate effectively in person and by phone at all levels. Completed CLAIT course (Word-processing, spreadsheets, databases).

## **EMPLOYMENT HISTORY**

B.S.Lowry, Middlesbrough 2008 - to date  
Sales Supervisor

- Organised and ran training programmes to NVQ Level 1 for five members of staff.
- Increased sales of current and new products by 14% over a 10 month period. Reliable and responsible, with excellent training and business skills.

Collette Modes, Ormesby 2005 - 2008  
Sales Assistant

- Won new orders with chain stores by telephone canvassing.
- Ordered maintained and controlled over 300 items of stock, using computer.

## **EDUCATION AND TRAINING**

CLAIT Cleckhuddersfax College 201? - to date

BTEC Level 2 Business Cleckhuddersfax College 200? - 201?  
Studies

## **OTHER INFORMATION**

Three years experience as volunteer worker in charity shop (stock control, customer service, cleaning). Various other part-time cleaning, factory and packing jobs. Interests include DIY, wind-surfing, playing tennis, dining out.

## **REFERENCES**

B S Lowry	Middle Way Estate	0199 876543
	Durham Road	hr@bslowry.com
	Middlesbrough	
	M2 2AX	