
Jane Smith

Address Line 1

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ACCOUNT / RETAIL MANAGEMENT

♦ Medical and Retail Sector - Business Development - Maximizing Profit ♦

Highly successful in achieving goals and optimizing business whilst delivering the highest standards in the competitive fashion and beauty industry. Also skilled in optimizing team potentials through delivery of management training / development solutions, design and delivery within tight deadlines and budgets, whilst promoting best practice encouraging a self development. Now looking for a full/part-time appointment (due to the study of full time Masters in Management Studies) with a major high street retailer, preferably within an HR / recruitment appointment that offers a genuine opportunity for progression.

AREAS OF EXPERTISE

- Business Development
- Administration
- P&L Responsibilities
- Exceeding Targets
- Salesmanship / Sales initiatives
- Maximizing Profit
- Budgeting / Financial Control
- Marketing and Promotions
- Customer Care
- Meeting Customer Needs
- Staff Training
- Health and Safety
- Merchandising
- Optimizing Stock
- MS Office

PROFESSIONAL DEVELOPMENT

Post Graduate Diploma	Management Studies (Westminster University)	Current
BSc. (Hons)	Medical Microbiology (Azad University, Tehran, Iran)	1997
Diploma	Natural Science	1994
Post graduate courses:	MS Office (City & Guilds)	

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

SALES CONSULTANT

Feb 02 - Present

Company A, London.

- Helped startup and develop this new sales operation that included, staff development training, defining concession needs and recruiting quality staff.
- Ensured all space in store was effectively utilized and products merchandised.
- Maximized sales by consistently promoting a culture of customer service excellence - year-on-year growth, 50% in the last year (2006-07).

FRAGRANCE ACCOUNT MANAGER

1999 - Oct 02

Company B, London

- Responsible for telephone orders / queries from customers and colleagues regarding availability, stock positions and delivery dates.
 - Created and ran innovative and imaginative promotional activities, co-ordinating a large sales team.
 - Achieved sales targets and marketing objectives.
 - Increased the business by 45% in the last 12 months.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

SALES ASSOCIATE

1998 - 99

Company C, London

- Raised awareness and marketed the concession by organizing fashion shows and promotional events.
- Gained considerable portion of existing market and achieved sales turnover of over £1 Million.
- Helped train and develop the team, several of whom now manage stores for companies such as Monsoon and Accessorize.

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PRODUCTION ASSISTANT

1997 - 98

Company D, North London,

- Manufactured blood products including red blood cells, plasma, Cryo, whole blood, platelets, plasma, and red blood cells.
- Freezing and washing red blood cells for transfusion.
- Responsible for quality checks.
- Received and accounted for that blood supplies. Kept up-to-date computerised production records

PRODUCTION ASSISTANT

1996 - 97

Microbiology Specialist, Hospital A, Tehran, Iran

- Collected and cultured specimens, reading the plates and diagnosed antibiograms. Prepared slides and stains for microscopic views. Prepared Medias for culture.
- Supervising Trainee Microbiology Students.
- Presented results and wrote reports for both patients and doctors.
- Member of hospital's Hygiene Control Committee.

PERSONAL

Interests and Pastimes: Microbiology, I.T. reading, painting and creative cooking.
Mobility: Full clean driving license.
Born: 1975.
Languages: English, Farsi, Turkish.

References available on request.

Professional [CV Writing](http://www.cv-service.org) by First Impressions www.cv-service.org

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