
Paul Jones

Address Line 1
Address Line 2
Newcastle upon Tyne
Post Code

Telephone: (0191) 123456. Mobile: 07817 123456.

JOB TARGET: MANAGEMENT / B2B SALES / CONSTRUCTION

As skilled Technician and Supervisor. Experience encompasses pipeline rehabilitation, repair and maintenance of systems throughout the UK and Europe. As Installation Supervisor: moving around Europe to oversee and manage many of numerous projects, planning resources, logistics and supervising the fire protection installations to steelwork, ductwork, service penetrations. Sales Executive: results oriented, with excellent sales management experience. Proven track record of providing a high level of sales turnover and business volume through the development of accounts.

AREAS OF EXPERTISE

- Project / management
- Business development
- Exceeding targets
- Identifying customer needs
- Supplier / customer liaison
- Construction industry
- Manpower planning
- Small business start-up
- Financial / budget control
- Environmental ramifications
- B2B sales
- Direct sales
- Negotiations
- Safety monitoring
- Quality Assurance

PROFESSIONAL DEVELOPMENT

ICI	Health and Safety	1999
ICI	Fire proofing	1998
COSHH	Care of Substances Hazardous to Health	2000
City & Guilds	Construction and Bricklaying	1996
Sales Training	Toshiba in-house training	1998

Many formal courses have supplemented my extensive hands-on Construction and sales management experience: Project Management and Supervision, Salesmanship, First Aid, I.T., Team building, Equal Opportunities, Communication and Presentations skills - all commensurate with areas of expertise.

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

DRIVER

Oct 01 - Present

Write Company A Here, North East

PROJECT SUPERVISOR (TEAM LEADER)

1999 - 01

Write Company B Here, Offshore House, Blyth Northumberland

IKM Testing are members of the Northern Offshore Federation and the Piggings Products and Services Association. Supervising up to 20 staff.

- Oversaw an major project, providing field of testing, cleaning, inspection and commissioning services.
 - Provided Nitrogen / Helium Leak Testing, Pipeline Commissioning / Piggings, Passivation / Decommissioning, Pressure Testing, Chemical Cleaning, Oil Flushing, Water As a Tool / Hydrojetting, Video Inspection, Bolt Working Services, Drying, Equipment Rental.
 - Working to Lloyd's Register Quality Assurance Standards: BS EN ISO 9001, BS EN ISO 14001, OHSAS 18001.
 - Involved in Safe Job Analysis and Tool Box Discussions prior to commencement of work. Working from Quality Plans, Technical and Safety Procedures, Risk Assessment and COSHH Assessments.
 - Reported safety matters throughout the project and preventative actions that minimised risk in association with tool box discussions.
 - Flexible approach to find the best and most cost effective solutions for customers.
 - CCTV Survey Services - Professionally trained CCTV Technician. Ensuring successful surveys even the most inaccessible structures and locations. Having the foresight to employ the most effective equipment for any given project and keep the customer well informed of the project as it develops.
-

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONT)

NIGHT SHIFT FOREMAN (CONSTRUCTION TEAM LEADER)

1992 - 00

Write Company C Here, Falkirk, Scotland

Moving around Europe to oversee and manage many of numerous projects at the same time. Planned all resources, logistics and supervised the protection installations to steelwork, ductwork, service penetrations, compartmentation walls and floors along with other allied application such as air sealing, thermal insulation and acoustics to companies in the UK and Europe.

- Provided clients with quality installations meeting project requirements and strict deadlines for all aspects of the fire and insulation works.
- Fitted fire stopping systems to maintain compartmentation where mechanical and electrical services pass through walls and floors.
- Also installed Fire Protection to Structural Steelwork, Spray Systems, Board Systems, Fire Rated Duct Work, Fire Rated Partitions & Ceiling, Air Sealing, Thermal and Acoustic Insulation Systems.
- Direct reports + 40 staff.

AREA SALES EXECUTIVE

1988 - 92

Write Company D Here, Newcastle upon Tyne

Sales and distribution of quality office equipment throughout the North East and Scotland. Opening and developing accounts, planning own time and daily routines. Well networked and results oriented, gained excellent sales management experience. Proven track record of providing a high level of sales turnover and business volume through the development of accounts throughout N.E. England and Scotland in the very competitive office market.

- Increased turnover in own area of responsibility from £350 p.a. to over £1 Million.
- Opened over 100 new accounts developing over 200 accounts.
- Maintained contact strategy that ensured good customer follow up.
- Established and developed core range products in all accounts.
- Delivered the right product to customers, accurately and on time whilst building partnerships and understanding their specific requirements and providing them with technical assistance and recommendations for product and production improvements.

Early Career Summary:

Sales Representative	Office Machines	1986 - 88
Installation Supervisor	Installations (Fire Protection)	1984 - 86
Installation Engineer	(Fire Protection)	1983 - 84

Personal:

Date of birth:	1969.
Marital Status:	Married, 2 children.
Interests / pastimes:	Family, keep fit, football, cinema.
Driving licence:	Full Clean.