
Jane Smith

Address Line 1

Address Line 2

Warwickshire, Post Code.

Telephone: 07932 123456. Email: janesmith123@email.com

PROJECT MANAGER

◆ Operational Management - CRM - Sales and Marketing ◆

A proven track record of project managing operational targets from conception to completion within budget limitations and strict deadlines. Most recently, having improved recycling services to SMEs whilst securing the company image and productive partnerships. Also benefiting from I.T. experience by completing website development objectives. Background experience includes Recruitment Consultancy, Exporting, Area Management and Sales. Now looking to make a continued, significant contribution for a company that offers an opportunity for further career / professional development.

AREAS OF EXPERTISE

- Project Management
- CRM / Public Relations
- Sales and Marketing
- Website Development
- Research and Development
- Staff Training / Development
- Operational Management
- Logistics / Distribution / Exporting
- Budgeting
- Tendering Process
- Reviewing Reports
- Recruitment

PROFESSIONAL DEVELOPMENT

Advanced	BTEC GNVQ in Leisure and Tourism	1993-95
<u>Open University:</u>	Environment (1997), Renewable Energy (1997).	
<u>FPC</u>	Financial Planning Certificates 1 & 2. (2002)	
<u>Others:</u>	Sage Line 50 Basic Course - Pitmans (2003)	

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

PROJECT MANAGER (SME RECYCLING)

Jun 05 - Present

Company A, Role A, Oxfordshire, (a government funded programme that is accelerating UK recycling and the use of recycled materials whilst minimising landfill and reducing carbon emissions). Responsible for project managing 17 national recycling demonstration trials that have expedited and improved recycling services to small and medium sized enterprises (SMEs) that include multi-national organisations, and Local Authorities. Thereafter, responsible for evaluating the trials (2 people - external contractor). Reviewing bi-weekly updates, monthly data information sheets, progress and final reports. Budget management of £1 million.

- Managed the tender process including writing, reviewing and assessing tenders received. Organising an assessment panel, and inviting candidates in for presentations.
 - Managed trials, including assessment, target monitoring, and providing actions for service providers.
 - Chairing kick-off and mid-way meetings, enabling me to expedite processes mostly by making changes to proposals and staffing levels working on the projects.
 - ***As part of another project:*** Established the processes and procedures for a new funding support scheme. Budget management of £500k for a 6 month period.
 - Evaluated (with an external financial assessor) applications that enabled successful recycling service providers to apply for up to £67k.
 - Advising recycling providers as necessary on how their services can be improved.
-

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

BUSINESS DEVELOPMENT OFFICER

Jan 03 - Jun 05

Company A, Role B.

- Stimulated growth of the recycling industry / sector through investment and business improvement by working with businesses and investors.
- Established and developed the CRM system (Salesforce) implemented into the team and carried out training accordingly.
- Redesigned the team's brochure, produced case studies and advertorials, co-ordinated content, design and layout of the investor newsletter, chaired monthly PR and marketing meetings.
- Initiated, researched and launched the Interim Manager and Intellectual Property Rights schemes.
- Identified opportunities and monitored team performance against budget and targets.
- Doubled the number of unique visits to the team website after redesigning and marketing the launch.
- Organised the "Finding Finance" workshop, held at the recycling industry annual conference and attended by over 40 members of the business and investment community.

SYSTEM ADMINISTRATOR

Jun 03 - Jan 03

Company B - Northamptonshire.

- Coordinated the organisation's new web shop with regards to products, price and detail. Incorporated ecommerce that enabled online purchasing.
- Reduced costs after negotiating prices with suppliers.
- Coordinated logistics, distribution and customer service.
- Optimized stock control, price analysis, and product information by compiling spreadsheets.
- Implementation of new procedures that improved the efficiencies.
- In the absence of the Finance Manager controlled accounts including wages (SAGE).

OPERATIONS ADMINISTRATOR

Oct 01 - May 03

Company C - Northamptonshire.

- Assisted the Operations Manager, Project Manager, and Offsite Project Officers in all projects, from the design stage through to the construction phase.
- Monitored all projects, operational programmes and Work in Progress.
- Maintained site/project development records and provided weekly and monthly reports to clients.

EARLY CAREER SUMMARY

Recruitment Consultant	Able J Recruitment, Northamptonshire	Jul 01 - Oct 01
Deputy Team Leader	Export Shipping, EXEL, Banbury, Oxon	Feb 00 - Jun 01
Export Shipping Controller	Export Shipping, EXEL, Banbury, Oxon	May 99 - Jan 00
Area Manager	Pearl Assurance Plc. Adderbury, Oxon	Jan 98 - Apr 99
Export Senior Sales Assistant	Fired Earth Plc. Adderbury, Oxon	Jul 96 - Dec 97
Various Temping Roles		Jul 95 - Jun 96

PERSONAL

<i>Interests and Pastimes:</i>	Music, reading and travel.
<i>Mobility:</i>	Full clean driving license.
<i>Born:</i>	1977.
<i>Marital Status:</i>	Married.

References available on request.