

# Curriculum Vitae

**Female**

**D.O.B. 18 September 1986**

**Number of years working in industry: 16 years 5 months**

**Candidate ID Number:** 12672

**Nationality:** British

**Language Skills:**

Fluent: English

Basic: German

**Permitted to work in:** UK - United Kingdom

**Position Sought:** Area Sales Representative

## Personal Statement

I am a naturally out-going person who is highly approachable and has excellent interpersonal and communication skills. I am a person who enjoys new challenges, with the capacity to set and achieve goals, both professionally and personally. As a result of being a highly motivated and ambitious person with a strong desire to succeed, I consistently exceed my targets and will go the extra mile to ensure I achieve set goals. I am an extremely well organised individual, with excellent teamwork skills, I have the temperament to work well as part of a team, or under my own initiative if required. I take pride in my appearance and I am focused and diligent when confronting problems, with an open minded approach to problem solving.

Seeking work in Cambridgeshire, Eastern England and London

## Employment History:

**August 2011 - Present - Area Sales Representative** at (most recent employer hidden for confidentiality) Cambridge, UK - United Kingdom, (Product Company)

### Duties included:

Vygon UK are the leading supplier of medical and surgical device

I provided complementary training and technical support to customers to promote best practice in-line with current clinical guidelines.

### Products worked with:

Medical Sales - I specialised in selling a range of Intravenous Catheters, especially Central IV for neonates and adults. Helping healthcare professionals offer best practice solutions to their patients through vascular access and management.

**September 2009 - October 2011 - Casual Massage Therapist** at University of Hertfordshire, Hertfordshire, UK - United Kingdom, (College)

### Duties included:

The Post Graduate Sport Injury Clinic provides prevention, assessment, treatment, management and rehabilitation of sporting injuries. My main responsibilities and duties include:

- To practice sports therapy in an appropriate, safe and effective manner
- Involvement in the management and maintenance of the clinic environment
- Promoting and marketing the clinic.

**September 2009 - August 2011 - Aquatic Officer** at Amateur Swimming Association (ASA), Cambridgeshire & Bedfordshire, UK - United Kingdom, (Product Company)

**Duties included:**

The ASA is the National Governing Body for Swimming and its associated disciplines. My role as an Aquatic Officer is ever changing with the introduction of new services and initiatives; my main duties and responsibilities include:

To act as an ambassador and champion the sport of swimming through developing, promoting and managing all aquatic initiatives and projects in the County; ensuring a lasting sporting legacy from the Beijing 2008 and London 2012 Olympic & Paralympic Games. Delivering of such initiatives requires excellent project management skills involving preparation and numerous presentations to both senior management and clients.

- Managing the regional implementation of ASA policies, goals and targets, including the responsibility to manage and allocate the available budget to projects, marketing, and promotional events, as appropriate.
- To plan and implement a customer contact plan for a range of sports facilities. - Creating successful and effective partnerships and providing necessary support and advice to a range of customers and organisations (including the NHS, Local Authorities, Pool Operators, Schools, Community Groups and County Sport Partnerships etc) in the Cambridgeshire area, with the aim of marketing and delivering ASA products and services.
- To propose and implement attractive and profitable pricing discount structures through various guises such as funding to existing and new customers, in order to increase volume in an extremely competitive market.
- To achieve customer targets by developing and implementing a programme plan based on customer and business needs.
- To construct and implement legally binding business partnerships and service level agreements with customers
- Working to Government guidelines the monitoring and evaluation of programmes, and helping swimming pool operators and Aquatic Clubs meet the standards needed to gain accredited swim21 status.
- Organising Cambridgeshire's and Bedfordshire's Aquatic Education plan and scheduling the National Curriculum Training Programmes across the Region to guarantee the needs of the workforce are met and create an infrastructure for Aquatics.
- Coordinating in the Future Job Fund Project, including recruitment, assessments, work planning meetings, review meetings and exit interviews.
- Responsible for ensuring 100% of primary schools in the East are delivering school swimming and 85% are achieving the Key Stage 2 attainment.

Creating strong links between local schools, operator and clubs to ensure the school swimming provisions are met and there are opportunities for sustainable activities.

- Achieved growth of customers participating in weekly swimming within my territory in a market experiencing a decline
- Achieved all key performance indicators ensuring maximum amount of revenue drawn into the organisation
- Evolved a network involving key customers to ensure a whole systems approach

**December 2008 - September 2009 - Office Manager/PA** at Lindenhouse Software Ltd, South Cambridge, UK - United Kingdom, (Product Company)

**Duties included:**

Lindenhouse is responsible for producing a range of bespoke software packages that extend the functionality of existing document management products. My duties included:

- Office management and personal support to the Managing Directors, Project and Sales Department, Installation Division and IT Support Engineers.
- General office administration, diary management and booking business travel
- Processing purchase orders, scheduling stock deliveries, product installations and sales appointments.
- Reporting directly to the Managing Directors to discuss and develop operational performance and staff targets.
- Planning and implementation of various projects aimed at making functions and processes more efficient

Using a variety of Microsoft Office applications, in addition to other data capture and document management tools.

## **Education and Qualifications:**

### **2008 University of Hertfordshire**

1st Class Honours Degree

BSc Sports Therapy

### **2005 Long Road Sixth Form College, Cambridge**

A Levels - Grade A: Psychology, Physical Education, Design and Technology / AS Level – Grade A: Media Studies

### **2003 Chesterton Community College, Cambridge**

GCSE – A\*: Design and Technology, Religious Studies, AA: Science (Double Award), A: Physical Education, Drama, B: English Language, English Literature, Maths, C: German.

## **Hobbies and Interests**

After University, with the money I saved since I started working, I spent time travelling around Asia, Australia, New Zealand and America. I enjoy exploring the world and developing my understanding of different cultures. I am keen sportswoman, having represented the City of Cambridge Swimming Club at county, district and national level. I attended Prime Movers School of Theatre and Dance, performing at many locations in the U.K and have captained a variety of sports at both school and college.

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