

# Curriculum Vitae

**Female**

**D.O.B. 12 June 1974**

**Number of years working in industry:**

**16 years 6 months**



**Candidate ID Number:** 33153

**Nationality:** British

**Language Skills:**

Fluent: English, Afrikaans

Basic: French

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

**Position Sought:** Area Sales Representative

## Personal Statement

"Exceptional sales and client development skills. Creative in developing strategic plans to increase market share and sales. Outstanding in new business with a problem solving can do attitude. Exceptional attuned eye on customer focus and service skills, working in a consultative manner with determined motivation to meet deadlines. A strong team player"

Seeking work in the UK

## Employment History:

**June 2013 - March 2016 - Account Manager and Advertising Sales** at (most recent employer hidden for confidentiality) Harrogate, UK - United Kingdom, (Home/Mobile)

### Duties included:

Guide and assist clients by allowing them to utilise our multi-channel advertising and marketing platform. Strategic allocation of the annual budget spend to maximise their company brand within the claims sector. This is achieved through three main platforms: print, online and sponsorship opportunities at four annual events. Claims portfolio gross worth £360K per annum. Client breakdown: Solicitors, insurers, claims management companies, rehabilitation providers, medical agencies and all other associated industries.

- Target driven role.
- Manage & maintain Claims portfolio as a whole.
- Provide exceptional customer service.
- Understanding companies' services and products to provide bespoke multi-channel approach to capture the attention of their target audience.
- Help facilitating introductions at events with clients to key contacts to maximise networking opportunities.
- Contract negotiation and renewal.
- New Business lead generation.

**November 2012 - July 2015 - Career Break** at Career Break, France, France, (Home/Mobile)

### Duties included:

November 2012 - June 2013

Career Break

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**Career Break** - Due to previous partner setting up a property rental business in France we were required to live abroad for 6 months. I took the opportunity in managing the rental property, learn skiing, speak French and support my partner.

**November 2012 - November 2012 - Area Sales Representative** at Direct Accident Management, Harrogate, UK - United Kingdom, (Home/Mobile)

**Duties included:**

A claims management company for non-fault vehicle accidents offering a complete solution to the end user. Working on two core business sectors, DAMS (vehicles) and MCAMS (motorcycles), managing the Yorkshire territory as a whole. 100% Relationship building role with a strong focus on customer service. My clients include recovery, car body repair, car dealerships, motorcycle dealerships and insurance brokers. A target driven position with monthly, quarterly and annual targets for replacement vehicle hires, vehicle repair and injuries attained.

- Increase market share growth across territory.
- Develop, manage and maintain relationships, with strong focus on customer service and product integrity.
- Assisting with all queries from customers to end users.
- Using own initiative to create brand awareness through National sponsored events to increase revenue.
- Build and implement a sales plan based on territory intelligence and knowledge, matching value propositions to client's needs.
- Incentive schemes to encourage performance.
- Adhering to the company's compliance policy within the Ministry of Justice regulations.
- Monthly one to one's with national sales manager to discuss KPI's, targets and strategic review.

**May 2009 - June 2010 - Area Sales Representative** at Simply Health, Harrogate, UK - United Kingdom, (Home/Mobile)

**Duties included:**

Field Sales Executive - Simplyhealth - Corporate Voluntary Employment Benefit Sector Selling the Simplyhealth healthcare plan to employees up to management level within corporate groups across a wide range of market sectors. Required to sell in a variety of environments from large scale presentations, company inductions, during staff breaks and on a 1-1 basis. Clients include major manufacturers, leading supermarkets and clients in retail, wholesale and service industries.

- Dynamic sales driven role.
- Self-managed diary and flexible attitude to capture shift patterns.
- Qualifying prospects.
- Adapt different sales techniques and strategies to accommodate my customer's needs.
- Identify cross-sell/upsell opportunities to maximise sales revenue and growth.
- Regularly achieved monthly sales targets by winning several Awards for Top Performer.
- Responsible for delivering FSA compliant product presentations within the workplace.
- Develop and maintain effective long term business relationships with team leaders, HR and adhere to working practices.
- Attend internal monthly, quarterly meetings, sales events and trainings to keep abreast of the latest developments.

**July 2004 - March 2009 - Field Sales Executive** at AIG UK Limited, Harrogate, UK - United Kingdom, (Home/Mobile)

**Duties included:**

Field Sales Executive - AIG UK Limited - Corporate Voluntary Employment Benefit Sector

Selling AIG accident and health plan to employees up to management level within corporate groups across a wide range of market sectors. Required to sell in a variety of environments from large scale presentations, company inductions, during staff breaks and on a 1-1 basis. Clients include major manufacturers, leading supermarkets and clients in retail, wholesale and service industries.

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**January 2003 - June 2004 - Training and Development Manager** at BookeasySA, Cape Town - SA, South Africa, (Home/Mobile)

**Duties included:**

Bookeasya.com is an online portal designed for customers worldwide to book their ideal holiday across South Africa. Bespoke and exclusive accommodation, car rentals and special tour packages, all graded to the highest specification. Involved from start up, sales & marketing strategy and product development.

- Responsible for rating quality groups of holiday accommodation in compliance with TGC SA across SA.
- Contract negotiation and renewal.
- Grow and developed geographical franchise territory.
- Trained and developed franchise employees to manage and maintain their area.
- Keeping up to date with developments by attending and exhibit at tourism conferences.

**December 1996 - December 2002 - Field Sales Executive / Personal Assistant** at Premier Security Services - Premier Chauffeuring and VIP Services, Cape Town - SA, South Africa, (Home/Mobile)

**Duties included:**

Premier Security Services - Premier Chauffeuring & VIP Services - South Africa

One Owner, Two Business - For 6 years I was a Personal Assistant to the Director, providing chauffeuring and VIP services to high profile celebrities, diplomats and royalty. Responsibilities include: All administration duties, maintaining dairies, organising meetings and arranging appointments on behalf of the Director. Source and coordinate drivers to each project. Coordinate secure strategic planning with Director for state visits. Design bespoke tour packages and all travel arrangements for corporate clients upon arrival. Premier Security Services were established in 2000 and I became the Field Sales Executive. I was responsible for increasing sales and higher market share selling security products and armed response services into the residential and commercial community around the southern suburbs of Cape Town.

Responsibilities include for the Field Sales Executive role:

- New business lead generation.
- Contract negotiation and renewal.
- Achieve sales targets monthly.
- Undertake site surveys, demonstrate & hand over new installation, and secure service agreements.
- Design & prepare security system proposals, in line with the company's best practice relevant design standards.
- Generate, verify, chase and coordinate sales orders from design to completion.
- Working hand in hand with other departments to ensure that excellent levels of customer service are maintained and enhanced.
- Provide feedback to all relevant functions on areas of improvement that will increase revenue, reduce cost and increase customer satisfaction.
- Ensure that all customer requests and enquiries are acted upon within a timely manner.
- Provide customer support and query resolution.

**Education and Qualifications:**

**2016 Open University - 2015 - 2017**

Professional Certificate in Management - "not certified"

**2012 Martine Moorby - Harrogate**

Second Level Degree

Reiki 1 and 2nd Degree - Usui Reiki Method of Natural Healing

**2007 Itec - Harrogate College**

Diploma

Diploma in Holistic Massage

**2002 Damlin - Cape Town**

Diploma

Diploma in Small Business Development

### **1992 Dirkie Uys Moorreesburg**

Passed A Levels in South Africa: Afrikaans, English, Biology, Geography, IT, Food Tech

### **1992 Dirkie Uys Moorreesburg**

A Levels in the following subjects:

English, Afrikaans, Biology, Geography, IT, Food Tech

## **Vocational Qualifications**

First Aid at work - Valid till Jan 2017

Scuba Diving - 2010

Fully IT Literate

## **Hobbies and Interests**

Enjoys cycling, weight training, skiing, cooking, health & well being

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