**Janet Langdale** PG Cert Bus Admin

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Personal Statement

I am a competent business manager with **2 years of experience** in a demanding role. I have proven myself highly capable at **building relationships** at all levels with internal and external customers, consistently **meeting and exceeding my targets** whilst **driving quality standards** and **customer satisfaction**. I am looking for a full time role with opportunities for future career progression.

Skills

**Results driven Determination to set and achieve goals Highly organised Highly IT literate**

**Ability to plan, prioritise and organise work Full of initiative Great relationship builder**

**Effective communicator Competent at training and mentoring Able to convey ideas effectively**

Work History

**Business Team Manager**

The Carson Group, Chesterfield: 2017 – date

I currently manage a team of 20, coordinating the delivery of services, assisting business development by generating leads and opportunities, and evaluating working practices to drive improvements.

Key achievements:

* Exceeded annual team targets each year for past two years by min. 15%
* Met or exceeded every personal target set for me
* Every member of my team has met or exceeded their personal targets since I was appointed
* Zero staff turnover since I was appointed
* Brought 2 high-value clients to the business, each with a net annual value of £1m +

**Assistant Manager**

Riley Group, Chesterfield: 2014 – 2017

I took this part time position at the same time as studying for my business degree. Working in a busy entertainment venue, I co-managed a team of 17 support staff covering the restaurant, bar and general areas. Duties included drawing up rotas, training, implementing health & safety measures, stock control, and administrative duties.

Key achievements:

* Writing & implementing new health & safety manual, conducting audits and rolling out measures.
* Writing new staff training manuals & job descriptions, implementing monthly appraisals.
* Launching various monthly events which increased turnover by 16%.

Education

**Postgraduate Certificate in Business Administration (Merit)** [**https://www.cvtemplatemaster.com**](https://www.cvtemplatemaster.com)

OUBS: 2017 – 2019

This post graduate course taught me how to explore diverse perspectives and approaches in different organisational, cultural and global contexts. It increased my ability to work confidently across sectoral and national boundaries, and enhanced my ability to plan and implement change within an organisation.

**BA (Honours) Business Management (Economics) (1st)**

OUBS : 2014 - 2017

My degree focused on interdisciplinary perspectives on the management of business organisations and built on specialised knowledge and skills in economic theories and practices. It equipped me with the necessary skills to use and apply economic principles and theories to workplace and global environments and provided me with transferable management skills.

**A Levels**

New College Nottingham : 2012 - 2014

Business Studies (A), English (B), Maths (B), Physics (C)

**GCSEs**

Redhill Academy : 2007 - 2012

English (B), Maths (B), Physics (C), Chemistry (C), Biology (C), Geography (C), Electronics (C), Design and Technology (C), PE (C)

Publications

* How To Know If An Investor Is Right - Or Wrong - For Your Business *(Forbes, 2019)*
* Digging into key takeaways from our 2019 Robotics + AI Sessions event *(TechCrunch, 2019)*

Memberships

* **CBI** – member since 2019
* **BLCC** – member since 2017

Hobbies and interests

I am a keen swimmer and outside of work, I compete in local swimming tournaments on a regular basis. I also love hiking and often holiday in Scotland to take advantage of the many stunning peaks! I jog and visit the gym regularly, and I frequently take part in half marathon events.

References

James Lowry, Manager, The Carson Group : 345, High Street, Chesterfield S1 234

james.lowry@aol.com / 01332 234567

Pepper Smith, Manager, Riley Group : 356, High Street, Chesterfield S41 245

pepper.smith@aol.com / 01332 434566

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Some of the content within this CV has been adapted from the following sources:

<http://www.open.ac.uk/postgraduate/qualifications/c66>

<http://www.open.ac.uk/courses/qualifications/q91-ec>

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