

# Skills Based CV

# Simon Write

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## Personal Information

- Nationality: British
- Age: 24yrs

## Personal Profile

I am a hard-working, responsible person with experience in different fields ranging from customer service to mechanical engineering. With an outgoing personality and trustworthy nature I will offer a great deal of commitment to any employer and am willing to learn. I am keen to build on my experience in dealing with clients and using my engineering background and feel a role in technical sales will meet this desire.

## Personal Skills

### Industrial Skills

- Proficient use of computer based maintenance systems
- Use of computer assisted Part Program Software – Mastercam, and Power Mill
- Use of project management software – MS Project
- IT Skills – Windows and Microsoft Office packages

### Communication

- Whilst at university I was involved in organising several student social events and was responsible for find sponsorship to fund event costs. Had to negotiate with commercial organisations
- Prepared several technical presentations at university
- Communication skills developed whilst working for Telewest communications through sales and customer care training

### Team working

- During previous work experience I worked individually but also as part of a team working with managers, technicians and engineers to ensure projects were finished on time to the right specifications
- Member of the University Tennis Team and showed commitment and dedication to practices and matches

### Organisational

- Organised the Mechanical Engineering Ball and co-ordinated all suppliers
- Take a methodical and organised approach to all work undertaken both academic and professional

## Education

- **9 GCSE's (A-C) including Maths and English**
- **3 A-levels Business A, Maths B, Physics B**
- **2000-2003 BSc (Hons): Mechanical Engineering 2:1**

Bristol University

### Areas Studies:

Total Quality, Management, Computer aided Design,  
Manufacturing Systems, Engineering Science,  
Engineering in Society and Applied Mechanics

**Professional Experience**    **June 2001- Sept 2001: Mechanical Technician, Zertek Ltd Birmingham.**  
Internship with engineering company. Assistant role learning more about Design Analysis and the operation of machinery.

**May 2002 – Sept 2002: Customer Care and Sales assistant TeleWest**  
Communications Commercial sales role to win new business through cold calling. Work towards targets. Developed oral communication skills and underwent sales training

**November 2003 – Present: Sales Exective, Telewest**  
Sales role to generate appointment for senior sales representatives, collate results and reports for monthly sales meetings and provide proposals for new prospects.

**Interests and Activities**    I enjoy developing new skills when I can. I am studying Spanish and Japanese at night school. I am highly competitive and play tennis for my county and for the University. I have reached the national championships on two occasions and am driven to succeed in everything I do. I always look for new opportunities that challenge and stimulate me.

I enjoy travelling and spent a year abroad where I met a lot of different people from all walks of life. I feel this experience has broadened me as a person and improved my communication skills. I have a full and clean driving licence.

**Reference**    Available on request

*January 2005*