
John Smith

Address Line 1
Bedford
Post Code.

Telephone: 01234 123456. Mobile: 07734 123456. Email: johnsmith123@email.com

JOB TARGET: GOLF CLUB MANAGEMENT

♦ Customer Service - General Management - Team Leadership ♦

A wealth of hands-on, business management experience gained within administration, logistics, stores, transport, training and security including financial and budgeting skills. Well accustomed to working to tight deadlines within ever changing conditions. Also demonstrated abilities in leadership, team building with a good commercial approach to problem solving, maximizing resources and promoting change within quality environments. Recent knowledge gained of golf club operations, including P&L, food and beverage, retail and marketing. Now looking to make a continued significant contribution within Golf Club management.

AREAS OF EXPERTISE

- Stores and Equipment Management
- Sub-Contract management
- Continuous Improvement
- People Management
- Logistics / Distribution
- Team Leadership / Training
- Budgeting / Reducing Costs
- Quality Inspections / Auditing
- Warehouse Operations
- Customer Service
- Health and Safety
- Property Management

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

ASSISTANT PRODUCTION MANAGER

2003 - Present

Company A (alloy wheels refurbishers),

Responsible for all aspects of production planning, resource scheduling and finite scheduling supply planning, generating works orders, materials/stock control, administering the maintenance of equipment, production area and co-ordination of manufacturing. Experience also covers customer services / support and QC disciplines. Liaising between departments and company's UK network that harmonizes customer service.

- Minimized inventory and costs.
- Successfully helped launch new products.
- Established routines that expedited responses to the production team.
- Collated all daily and weekly production figures and produced management reports, developed key planning indicators, reports and graphs.
- Developed scheduling systems, formulated production plans that optimised output against service targets.
- Identified and promoted training needs to raise skill levels and improve workforce flexibility
- Carried out risk assessments and implemented improvements.
- Helped establish new control systems (design, implementation and development), bringing and minimizing production losses and reducing downtime, meeting company standards and objectives within set budgets and Health and Safety regulations and quality standards.

WORKS CONTROLLER

2001 - 02

Company B - Manufacturer of precision machined components.

- Planned and controlled workloads. Reduced costs. Liaised with and expedite suppliers.
- Implemented process systems to improve throughput and quality

TEMP EMPLOYMENT (AGENCY WORK)

2000 - 01

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

LOGISTICS CONTROLLER

1997 - 00

Company C Power Engineering. (Pipe Fabrication (1998-00), General Machining (1997-98))

Responsible for various management functions, generated works orders, managed subcontractors, Controlled Work In Progress (WIP) and Continuous Improvement. Approved Risk Assessor and Internal Auditor.

- Led weekly production control meetings and attend daily management meetings.
- Co-ordinated the implementation of new MRP II system and made strategic changes to key business scheduling parameters.
- Established a secure facility for storage and control of raw materials and components prior to manufacture.
- Managed loads and capacities and resource scheduling. Planned routes that satisfied the manufacturing processes. Optimized stock holdings and expedited supplies. Co-ordinated timely delivery of all products to customers.
- Restructured Bill of Materials that enhanced inventory control.
- Designed and implemented WIP manual control systems that improved job control and reduced lead times.

EARLY CAREER SUMMARY

Machinist / Fitter	Company D (now Company C)	1980-97
Trainee Manager	Company E of Bedford	1979-80
Craft Apprentice	Company F, Biggleswade	1977-79

PROFESSIONAL DEVELOPMENT

CIM	Certificate in Management (Institute of Management).	1999
City & Guilds	Part 1, 2 & 3 Mechanical Engineering.	1979
<u>Management courses:</u>	Managing Poor Performance, Time Management, Health & Safety, Risk Assessment, Leading and training for success, priority / time management, computer literacy (MS Office), financial controls, customer care, action planning, business development.	

PERSONAL

<i>Interests and Pastimes:</i>	Golf (Member of Bedford & County Golf Club), Keeping fit.
<i>Mobility:</i>	Full clean driving license.
<i>Languages:</i>	English, Italian (mother tongue).
<i>Born:</i>	1963.
<i>Marital Status:</i>	Married.

References available on request.
