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| 252 Mossy Lea Road  Wrightington  Wigan  Lancs  WN6 9RL | 07506 066288  sewnbybev@gmail.com |

Beverley Bentham

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| Profile | I am an experienced manager and administrator, with a wide range of skills. Organised, efficient and dedicated to maintaining high quality standards. Capable of reacting to any given situation and developing a process that motivates myself and my colleagues to produce effective results.  I am an excellent team member but I can also work very well on my own. | |
| Experience | 2017 Wrightington Hotel Wrightington, Wigan  **Chamberperson (Part-time)**   * Servicing of Hotel Rooms * Re-stocking of Laundry room & trolleys   2015-2016 Mabey Ltd Garswood, Wigan  **National Stock Manager**   * Stocktakes * Reduction in repair levels * Accuracy of stock * Efficient stock transfers * Appraisals/discipline/absence management * Utilisation reporting * Stocking levels   2010-2015 Mabey Hire Ltd Garswood, Wigan  **National Stock Controller**   * Repair priorities * Accuracy of stock * Utilisation reporting * Reduction in repair levels * Stocking levels * Stock sourcing for orders   2005– 2010 Mabey Hire Services Ltd Garswood, Wigan  Depot Manager   * Health & Safety * Stock control including quality assessment * Time Sheets * Customer Service * Discipline/Absence/Sickness * Performance monitoring of staff * Depot budgets | |
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|  | 1994–2005 Mabey Hire Ltd Garswood, Wigan  Sales Clerk   * Taking customer quotes and orders over the telephone and in the office * Booking out and booking in equipment * Liaising with the other Mabey depots * Arranging transport * Typing * Ordering stationery * Internal and external post * General filing * E-mailing | |
|  | 1992–1994 F.R Sharrock Haydock, St Helens  Office Clerk | |
|  | 1990-1991 St Helens Toyota. St Helens, Merseyside  Receptionist – Temporary Placement | |
|  | 1987-1988 Courtaulds Clothing St Helens, Merseyside  Sewing Machinist | |
| Education & Qualifications | 1982-1987 Haydock High School Haydock, St Helens   * RSA Typewriting level 1 & 2 * RSA Word processing level 1 * NVQ Business Administration * CLAIT * NCFE Classroom Assistant Stage 1 | |
| Skills | * Problem solving * Communication * Planning * Reporting | |
| Interests | * I enjoy sewing, keep fit & walking my dog | |
| References | * Available on request | |