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| 252 Mossy Lea RoadWrightingtonWiganLancsWN6 9RL | 07506 066288sewnbybev@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, WiganDepot 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, WiganSales 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
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|  | 1992–1994 F.R Sharrock Haydock, St HelensOffice Clerk |
|  | 1990-1991 St Helens Toyota. St Helens, MerseysideReceptionist – Temporary Placement |
|  | 1987-1988 Courtaulds Clothing St Helens, MerseysideSewing 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
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| Skills | * Problem solving
* Communication
* Planning
* Reporting
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| Interests | * I enjoy sewing, keep fit & walking my dog
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| References | * Available on request
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