

Mr John Bainbridge

Email: bizzle89@icloud.com

I am currently & have been working within the property sector for approximately 10 years.

I am constantly going the extra mile with everything I have involvement in. I am young, bright, quick thinking under pressure & very good at problem solving. I can generally grasp as to what the issue is, to be able to proceed going forward with most tasks I take on board. I believe this is because I take every task on as a personal achievement to overcome. I am the positive free thinker that always brightens the mood & tackles any issues that may arise. I am a very good team player, although I do like to take tasks on & see them through until the very end. I am very good at assisting & making processes clearer than they may seem. I study terms within a business, which enable me to proceed & create business going forward using my initiative & common sense. I feel I can deal with people from all different backgrounds & different walks of life. I am generally the go to guy for help & generally have a good understanding of what is trying to be achieved. I also boast standard etiquette & understand presentation is must!

I enjoy mountain climbing/bouldering, travelling (city breaks), playing football, motor biking & camping.

I have a full Motorbike license – bike owner.

I have a full driving license – clean with no endorsements, fines or points.

**Mike Rogerson Estate Agents - Northumberland & North Tyneside. *Senior Sales/Lettings
Negotiator / Valuer / Property management***

(Ashington, Bedlington, Cramlington, Currently - Forest Hall)

MARCH 2014 – PRESENT

- *Valuing residential/commercial properties for Sales & rental market.
- * Face to face communication, Telephone communication, Computer literate.
- *Generating appointments for; viewings, valuations, mortgage advisors & solicitors (conveyancing)
- *Providing assistance for investors.
- *Taking care of portfolios for landlords.
- *Marketing, Listing, Selling.
- * General office administration duties; photocopying, filing, archiving, banking.
- *Dealing with any issues that may arise – daily basis.**
- *Preparing professional looking sales brochures & promotional information.

- *Following up business leads.
- *Projecting a professional image of the agency to the public.
- *Sub-contracting works.
- *Visiting vacant & inhabited properties for inspection.
- *Constantly providing excellent customer service, meeting people's expectations & going beyond.
- *Dealing with legal documentation.

Due to my relocation to the North East, I undertook various temporary assignments between the dates of January 2013 – February 2014.

Air Liquide – Customer Service Operative – May 2012 – December 2012 (Temporary position – contract)

- *Providing excellent telephone manner.
- *Sending, ordering & tracking delivery of vital oxygen needs for the elderly & unwell.
- *Dealing with customer's details & personal information.
- *Printing & scanning official documents.
- *Providing efficiency on inbound calls – timescales (dealing with vital timescales)
- *Working on behalf of the NHS & ordering delivery for prescription medication.
- *Dealing with patients who have disabilities (hearing, speaking, breathing)
- *Arranging removal of items (deceased estates, improved health)

From the dates January 2007 – June 2010, I went from 'Trainee lettings negotiator' to a 'Senior letting Negotiator' for a well-known corporate company in the south region of the country. Skills increased on a daily basis, exceeding goals set by my superiors & creating new business along the way. Top performer in my area covered.

Chancellors Group Of Estate Agents – Chesham, Buckinghamshire. *Senior Lettings Negotiator*

June 2010 – September 2011.

- *Top performer in managed area across Region – most lets moved in & biggest pipeline four months in a row.
- *Excellent customer service & communication.
- *Quick thinker under pressure & excellent decision making.

- *Consistency in marketing & presence.
- *Dealing with legal documentation & personal details/accounts. (adding clauses)
- * Maintaining professional customer service, appearance & etiquette.
- *Rise above the competition, do something others don't.
- *Valuating property for the rental market.
- *Presentation is a must.
- *Time keeping & creating.
- *Ordering marketing stock & stationary.
- *Closing deals & stealing business.

Coopers Estate Agents – Hillingdon, Middlesex. *Lettings Negotiator*

April 2009 – May 2010.

- *Working largely with companies, councils & Brunel University.
- *Exceeding set goals.
- *Capturing business & leads in my own managed area.
- *Releasing monies & deposits.
- *Dealing with personal information.
- *University student lets.
- *Quality control – paperwork ect
- *Regularly work overtime to secure more deals & earn more money.
- *Booking inventories & contracting works.
- *Exceeding branch figures & nominated best lettings agency in the area at the time.
- *Averaging 20-30 lets per month.

Haart Estate Agents – Hemel Hempstead, Hertfordshire *Trainee lettings negotiator*

January 2007 – January 2009

- *Arranging appointments for letting viewings.

- *Booking in valuations.
- *Printing & processing
- *Providing positive & negative feedback.
- *Communicating with all parties throughout process.
- *Advising / Learning.
- *Attending courses (lettings, sales)
- *Contracting work.
- *Providing excellent customer service; telephone, email & face to face.
- *Marketing, advertising.

Frames Direct – Harefield, Middlesex. *Stock & Site Manager*

2005 – 2007

- *Manage stock intake & outtake
- *Ensure stock levels are high for jobs to be completed.
- *Office auditing /sorting.
- *Offloading of equipment.
- *Cleaning of all vans, yard & office space.
- *Computer literate (excel, word, publisher ect)

Schooling History

John Penrose School – Harefield, Middlesex (Now Harefield Academy)

2000 – 2005 - GCSE's

South Tyneside College - introductory & IT course, life & people skills

IOSH & NEBOSH Qualifications; currently studying in my own personal time. I aim to hit degree/NVQ/diploma level within the next 3-5 years.

References / Additional Information.

Available upon request / Clean full car license holder, clean full motorbike license holder.