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| **11 St. nicholas drive, bedlington, northumberland, ne225se** |
| **PHONE 07790225863** |

**joanne elizabeth clague**

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| **Personal Information** | |
|  | * **Place of Birth: United Kingdom** * **Full UK Driving license and UK passport** |
| **Profile**  **Target driven sales professional with many years’ experience which has expanded into management. Possess an insight and understanding of sales and marketing and their practical applications. Experienced team player with a proactive attitude towards sales targets, problem solving, innovation and change with a commitment to quality and improvement. Competent user of many PC applications including Microsoft Office.** | |
| **EDUCATION**  **GCSE :** **5 GCSE’s including Maths, science and English** | |
| **Work experience** | |
|  | **KJC-CADS Dec 2012 – present**  **Marketing Assistant**   * Supporting business development expansion from the South East of the UK * Project management of client portfolio * Extensive verbal and written communication with existing and new customers * Cold calling and social media use to establish new contacts and business * Continually supporting client base   **Ross Ceramics Apr 2011 – Dec 2012**  **Factory Operative**   * Working in the finishing department producing ceramic cores * Accurately prepared up to 250 aircraft engine turbine blade moulds each day   **Card Factory Oct 2009 – Mar 2011**  **Store Manager**   * Responsible for all aspects of the day to day running of the store * Managed 5 members of staff including hiring and time sheets * Ensured excellent customer service to visitors to the store   **Toad at the Clocktower Oct 2002 – Feb 2006 Assistant Manager**   * Managed 20 staff. I would run the bar, stock take, deal with deliveries, cash up and also serve customers * Responsible for the promotion and organisation of dance nights at local nightclubs including ‘Area,’ Watford, Liquid in Windsor and at the Toad at the Clocktower in Maidenhead   **David Lloyd Leisure, Maidenhead Dec 2000 – Oct 2002**  **Membership Consultant / Aerobics Teacher Part - Time**   * Responsible for sales and marketing * Organised and executed local radio and newspaper presentations and promotions * Planned club events and corporate functions * Selling of club memberships from only a plan whilst facility was being built   **Healthlands International, Maidenhead Oct 1999 – Nov 2000**  **Membership Consultant**   * Devised a comprehensive marketing campaign for the promotion of this new club * Successfully promoted the club to potential members, achieving a high ‘sign up rate’   **Cisco Systems, Cannes, France Oct 1998 – Oct 1999**  **Event coordinator**   * Planned and promoted a systems demonstration for the company * Responsible for coordination of the event * Overall responsibility for delegates and customer satisfaction   **Oasis Health and Fitness, Marlow Business Park Jul 1992 – Feb 1998**  **Receptionist / Gym instructor**   * Teaching classes, conducting fitness assessments and setting exercise programmes * Organised club events, member evenings and corporate presentations * Responsible for all aspects of administration and member satisfaction |
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