

Joy Carter

Chief executive

AREAS OF EXPERTISE

Project Management

Risk Management

Sales and marketing

*Supply Chain / Service
Delivery*

Procurement

Managing Crisis Situations

Performance Improvements

Business Plan Development

PROFESSIONAL

French speaker

German speaker

PERSONAL SKILLS

Planning Strategically

Strong Customer Focus

Tactful & articulate

*Able to identify critical
issues*

PERSONAL DETAILS

*Joy Carter
34 Anywhere Road
Coventry
CV6 7RF*

T: 02476 888 5544

M: 0887 222 9999

E: joy.c@emailaddress.co.uk

DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

Strong managerial background with senior level local / international experience and cross sector exposure. Good strategic appreciation and vision, able to build and implement sophisticated plans with a proven track record explicitly supporting business needs. Self driven and self reliant, sets aims and targets and leads by example, collaborative approach with good interpersonal skills to engage, motivate and encourage others through change.

Highly focused with a consistent track record of successfully delivering full lifecycle implementations to tight time scales and within budget. Joy is currently looking to continue a career in a senior management position at home or abroad.

WORK EXPERIENCE

Barton's Advertising Agency – Coventry

CHIEF EXECUTIVE OFFICER June 2008 - Present

Working as the CEO for a leading advertising agency, responsible for successful the day to day running of all aspects of the business. Ensuring delivery of high quality projects always within time, cost and quality parameters.

Duties:

- Formulation of company direction and strategy.
- Developing strategy & mission and carrying it through with confidence & vigour.
- Responsible for all aspects of human performance issues.
- Working on full development lifecycle projects.
- Negotiating legal contracts with suppliers.
- Budgetary forecasting.
- Developing detailed project plans.
- Responsible for all Project Management controls.
- Producing informative, well-organized presentations for senior management.
- Chairing monthly meeting with Directors and Supervisors.

KEY SKILLS AND COMPETENCIES

- Having a robust and business-focused approach to running a company.
- Ensuring that everything works to the highest possible professional standards.
- Possessing a proven track record in senior management.
- A charismatic but pragmatic leader.
- Proven ability to identify new business opportunities.
- Can maintain close relationships with external bodies, suppliers and clients.
- Evaluating and decision-making.
- An enterprising and creative thinker, with a commercial eye, exceptional financial acumen.

ACADEMIC QUALIFICATIONS

BA (Hons) Management Studies

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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