**CV Four**

Mr Jonathon Doe  
1002 High Street  
Mytown  
  
**My Career Objective**  
Having worked in various roles over the last 15 years I have progressed from being a specialist casualty underwriter to senior underwriting manager with further progression onto sales and new business development manager. I now head a team of 70 sales executives and am looking for a move into directorship level within a corporate body. I have excellent management, negotiation and motivational skills giving all of the team I control the guidance, support and an experienced view of how they should deal with meeting their objectives for new business production hence enabling our company to move forward and achieve its ultimate goal of market saturation of our product. My skills include reporting to 12 board members on a monthly basis which includes future sales projections and producing innovative ways in which we will meet our targets. I am an excellent communicator and am able to communicate at all levels from board down to factory floor. Over the last 6 years im my current position I have exceeded targets set by the company on a 40% year on year basis by being innovative and giving my staff quality direction. My main goal now is to move into more of a board level capacity offering guidance and experience on a more day to day running of an operation.  
  
**My Ideal Company**  
The ideal company I am looking for is must have a no holds barred philosophy and foresight for the future. Ideally this would be within the commercial underwriting sector rather than personal lines but I think that my management experience would be beneficial to both operations.   
  
**My Interests**  
I am a very keen golfer and am a member of a private club. I play on a social as well as business basis. I thoroughly enjoy walking with my wife and child and we often spend weekends away in the Lake District. I read the Telegraph newspaper and operate a fantasy share portfolio which I enjoy very much. I am also a keen gardening enthusiast.   
  
**Availability**: I am currently under a 3 month notice contract and would be available at any point once this has been completed.   
  
**Education**  
1978 to 1982 - Birmingham University   
Birmingham    United Kingdom   
Level Achieved: Bachelors Degree - 2nd Class Honours Degree in Mathematics  
  
1975 to 1978 - North London Secondary School   
Walthamstow    United Kingdom   
Level Achieved: GCE's - English Language Grade A Literature Grade B Grade C Grade C Grade A Grade D  
  
                 

**Work Experience**  
ABC Underwriting Limited  
London     2001 - Present  
National New Business Sales Manager  
My current position involves managing a team of 70 new business sales consultants and 6 new business development managers. My main role within this position is the responsibility of increasing revenues through identifying, qualifying, pursuing, winning and closing new business opportunities. I am responsible to the main board of directors and hold weekly meetings with them to advise of budget planning and targets met to date on a rolling 12 month basis. I am responsible for the arrangement and co ordination of a monthly national sales meeting. My role also includes looking after several large corporate connections and ensuring that any problems or queries they have are dealt with promptly. Since joining the company in 2001 I have increased sales year on year by 18% which in terms of turnover has increased by £ 740,000.00 per annum.  
  
MTM Underwriting PLC  
Manchester    1994 - 2001  
Sales Executive  
Reporting to the Business Development Manager and working as part of a new business production team for combined liability and property insurances my main role was to achieve and exceed given new business targets and retain and grow existing accounts. Having control over some 400 agents I successfully managed to year on year over achieve my targets by some 12% per year. I was able to communicate very well at management level as well as with my colleagues and I was considered of a persuasive nature. I operated as a very good team player giving advice and sharing my successful sales techniques to my colleagues to help them achieve their targets aiding the overall success of the team and the company.  
  
**My Skills**  
Skill                                     Level                                    Last Used                      Experience  
Microsoft Works            Intermediate                         Currently Used                      5 yrs  
Excel Spreadsheets       Intermediate                          Currently Used                       5 yrs  
Public Speaking              Intermediate                          1 year ago                              3 yrs  
  
**Affiliations**   
Organisation:                                                         Date:                                              Role:  
Chartered Insurance Institute                         1978 To: Present                               Associate  
  
**References**  
Mr D Williams – ABC Underwriting Limited – Professional Director – Contact: Tel. 0207 911 3928 or Email: dwilliams@abcunderwriting.co.uk

Mr H James – Corporate Solutions UK Limited – Professional – Contact: Tel. 0113 883 1739 or Email: hjames@corsolukltd.co.uk