

NATALIE BLYTH

CREATIVE PROFESSIONAL & ADMINISTRATIVE GURU

I BELIEVE I HAVE MANY VALUABLE ATTRIBUTES AND QUALIFICATIONS TO BECOME A GREAT EMPLOYEE IN YOUR ORGANISATION. WITH MY WORK EXPERIENCE, STUDIES AND PASSION TO WORK WITH A HIGH SPIRIT, I HOPE TO BE CONSIDERED FOR A CONVERSATION.



HELLO

This is my CV

Who I am

Name Natalie Blyth

Phone 044 7876 322618

D.O.B 5th June 1988

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Newton / Swansea
Wales. UK
SA3 4TS

facebook.com/NatalieBlyth

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linkedin.com/in/natalie-blyth-b6481b2b/

Where I've Worked

08/17 **Harding Retail: P&O Australia**

Retail Sales Executive

–
02/18

Progressed in house from Retail Executive to Sales Specialist through recognition of my skillset and consistently surpassing sales targets. Completed training in Benefit Makeup, Principles of Visual Merchandising, Fragrance Fundamentals, Pallet Truck Operation and Store Management Foundation Course. Organised and implement store events to increase revenue. Delivered impeccable customer service. Implemented visual merchandising standards and rotation in conjunction to seasons/stock. Monitored and analysed monthly gross profits and reacted accordingly. Compiled reports to present to Senior Management. Managed store, stock, rotas, staff through clear communication, planning and timely administration.

10/13 **DVLA / Fujitsu**

Capability Development Manager / Service Governance Manager

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07/17

Fujitsu staff TUPE'd into DVLA during 09/15, resulting in job role changes. Position as Capability Manager entailed managing a team who were responsible for facilitating the training requirements of the IT Directorate (450 staff). Individually I was answerable for Internal and External talent sourcing, providing in house training and creating/delivering staff onboarding programmes. I designed learning schemes and governed the learning and development budget/spend.

What I've Studied

06-09 **International Business Management** (Inc. Marketing, HR, Accounting Modules)
Cardiff University

04-06 **A Levels: Psychology (A) Media Studies (A) Sport & PE (B)**
Gower College

98-04 **GCSE's: Inc. Mathematics, English & Double Science (A*-B)**
Bishopston Comprehensive School

What I'm Good At

Communication

Retail Sales

Customer Care

Training

VM / Display

IT / MS Office

Sales

People Mngt

Account Mngt

Events

Professional Reference | Thomas Hayman | Manager P&O Australia | tomhayman88@hotmail.com

Professional Reference | Natalie Bater | Manager DVLA | natalie.bater@hotmail.co.uk

*"If you can't explain it simply,
you don't understand it well enough"*
Albert Einstein

NATALIE BLYTH

HELLO

This is my Cover Letter

2018

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Dear Recruitment Team,

I am hoping that this cover letter, in addition to my CV, will convince you that I will be a great future asset to your company.

I am a strong independent young professional with a creative nature, strong work ethic and a personable demeanour. I am more than the words typed in this introduction, so I welcome the opportunity to speak or to meet up to further discuss this exciting opportunity.

What can I offer you?

I have a plethora of skills which I believe are transferable to this role. I have worked both independently and in a team environment but cannot hide my natural leadership at times. Through my professional experiences, I have discovered I possess a keen eye for detail, I thrive off good organisation, I really enjoy communicating via all the methods it offers and I like to learn/personally develop.

I am approachable, and I have a warm personality yet with this comes a mature approach to work and career goals. I would be willing and happy to travel and relocate for this role, if I believe it is right for me and for you. I am available to start within a four-week window, but I am accessible for further conversation immediately should you feel I am the right string for your bow.

I really look forward to hearing from you.

Warmest Regards,



Natalie Blyth



Additional Selling Points

- ✓ BSc International Business Management
- ✓ Retired International Athlete (Hockey)
 - ✓ Fire Safety/Prevention Trained
- ✓ Security Awareness & PSST Trained
 - ✓ First Aid Trained

"You should know that you are made of the right material! You have the right attitude, you are industrious, thorough, structured, curious and a person who immediately became well-liked by all! I would at any time recommend you to those worthy of having you".

Quote from (my Manager at P&O Australia) Thomas Hayman (GM Harding Brothers)