

CURRICULUM VITAE
Elizabeth Schmidt

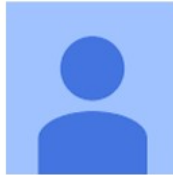


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GENERAL INFORMATION:

Name: Elizabeth Cecilia Schmidt
D.O.B: 09 May 1959
Gender: Female
Nationality: UK
Address: [Residential address]
Mobile: XXXXX XXXXXXX
Home Tel: XXXXX XXXXXXX
Email: EJSchmidt@hotmail.com
Languages: Bilingual (English/French)
Own Transport: Yes
Drivers Licence: Full

EDUCATION:

Secondary Education: Newlands Girls School, Maidenhead 1975
7 GCE O Levels

OTHER:

Sales Management Reading College 1990
Interior Decorating British Academy 2007

Lizzie Schmidt

Residential address
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EJSchmidt@hotmail.com

Profile

Enthusiastic and energetic sales professional with a strong track record of successful specifier sales to the architectural sector as well as business to business product sales. Offers a solid understanding of the building specification process allied with proven prospecting and business development skills. Can demonstrate highly developed interpersonal skills and the ability to network and form lasting business relationships at all levels. A self-starter, equally comfortable forging ahead independently or making an active contribution to team goals.

Career History

Feb 2007 – Jul 2018 THE FLOORING CO Ltd, Reading | Architectural Representative

Previously Porcelain Floor Tiles Ltd, I was head-hunted by the management team for whom I had previously worked in 1990's.

Managed the specifying customer data base, sourced and tracked projects, liaised with specifiers, developers and installers to successfully obtain flooring specifications for a range of products.

- Initiated and developed relationships at all levels
- Secured the largest specification for Specialist Flooring in the company, and was awarded a paid factory visit and holiday to Thailand in 2011
- Headed the Project Data team, coordinated information with the sales team and management, organised and chaired weekly project meetings
- Lectured on hard flooring finishes to architectural students at University of Reading and interior design students at BHC Design School

Jun 2003 – Jan 2007 SPECIALIST CARPETS Ltd, Slough | Complaints Manager

Managed the complaints procedure from first contact by phone or mail through to completion.

- Made site visits to inspect all carpets reported as faulty and decided whether to accept or reject the claim
- Achieved a stringent timescale, demonstrated ability to work under pressure and manage a challenging workload
- Consistently closed 100% of the complaints on target within the stipulated time frame
- Provided excellent customer service and liaised with customers at all stages

Feb 1999 - May 2003 BUSINESS SEATING SOLUTIONS, Reading | Freelance Agent

Full time commission-only role, selling a comprehensive range of commercial furniture to end users and specifiers in the South of England.

- Developed from zero a large portfolio of established customers and key accounts

ACTIVITIES AND INTERESTS:

Hiking (Member of Reading Outdoors Club) and dressmaking

POSITIVE ATTRIBUTES:

Strong selling skills, high energy levels, diligent, honest, friendly and a team player

WORK HISTORY:

TRUCKRENT	FEB 1986 – JAN 1990
POSITION	Truck Rental Sales Representative
DUTIES	Promoted the hiring of commercial vehicles as well as promoting and securing Full Maintenance Leasing of the above Keeping record of daily activities and interaction with clients Participated in extensive cold calling to generate new business
DUNLOP FLOORING	FEB 1990 – APRIL 1995
POSITION	Architectural and Trade Representative
DUTIES	Called on and promoted products to flooring contractors, Specifiers 100 of, Corporate Clients and Developers Lectured Architectural Students at UCT and Interior Designer students at BHC Design School in hard flooring finishes Compiled weekly Activity reports Followed up leads to secured specifications

- Gained an exclusive contract to supply furniture to BMI Healthcare nationally
- Made own appointments through extensive telemarketing activity
- Set and exceeded own sales targets, demonstrated high levels of drive and ability to self-manage

Feb 1990 – Jan 1999 **PORCELAIN FLOOR TILES Ltd., Architectural Representative**
(formerly DUNLOP FLOORING)

The same role as subsequently held for Flooring Co. in 2007, tracking projects and securing specifications from architects and developers.

Feb 1986 – Jan 1990 **TRUCKRENT Ltd, Maidenhead** **Truck Rental Sales Representative**

- Achieved challenging daily and monthly targets for commercial vehicle hire and full maintenance leasing
- Cold called extensively by phone and in person to generate new business

Jul 1980 - Jan 1986 **UK LIGHTING & ELECTRICAL, Slough** **Showroom Manager/Sales**

- Joined as Sales Consultant, promoted in May 1981 to manage busy retail showroom with 6 sales and 2 admin staff
- Consistently exceeded personal and branch sales targets by more than 20%
- Promoted to Assistant Lamp Buyer

1976 – 1980 **Various sales and admin roles, details if required**

Education and Qualifications

2007	Interior Decorating & Design	British Academy of Interior Design
1990	Sales & Sales Management	Reading College
1975	GCE 7 'O' Levels	Newlands Girls' School, Maidenhead

Personal

Date of Birth:	09 May 1959	Driving licence: Full, no endorsements
Languages:	Bilingual (English/French)	Computer literate
Interests:	Hiking, running club, gardening, Book Club, dressmaking, animals	

References available on request

PORCELAIN FLOOR TILES MAY 1995 – JAN 1999

POSITION Architectural Representative

DUTIES Offered suitable flooring solutions to Specifiers and Developers

Lectured Architectural Students at UCT and Interior Designers at BHC
Design School in hard flooring finishes

BUSINESS SEATING SOLUTIONS FEB 1999 - MAY 2003

POSITION **FREELANCE AGENT**

DUTIES Represented various Furniture Manufacturers selling on a
Commission only basis

Secured several new clients through the contacts I built up during my Flooring
career

SPECIALIST CARPETS JUNE 2003 – JAN 2007

POSITION Complaints Management

DUTIES Inspected carpets reported as faulty

Made decisions on behalf of Management whether the carpets should be
replaced or rejected due to no factory fault

Adhered to a very strict customer reporting system and never failed to close
off the complaints within the stipulated time frame

The updated CV is shorter than the original, 2 pages rather than 4 pages!

THE FLOORING COMPANY FEB 2007 – JULY 2017

POSITION Architectural Representative

DUTIES Offered suitable flooring solutions to Specifiers and developers and securing specifications

Headed the Project Data Team, regularly followed up on the progress of projects and co-ordinated info with the Sales Team and Management

Lectured Architectural students at University of Reading and Interior Design Students at BHC Design School in hard flooring finishes

Compiled monthly sales reports for Management

REFERENCES

TRUCKRENT	Sue <u>Henessey</u>	07783 261908
DUNLOP FLOORING	Richard Bester	07788 257047
SPECIALIST CARPETS	Ronald Roberts	07772 640442

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