

JAMES JEREMY

PERSONAL INFORMATION

Age: -----

Nationality: British

Address: -----
Tunbridge Wells
Kent

Telephone: 01892 -----

E-mail: -----

Mobile Phone: 07828 -----

Full Clean Driving Licence, 14 Years NCB



EDUCATION

(1999 to 2003)

B.Sc. in Business Management at Loughborough University, Leicestershire
2nd Class Honours Degree with Diploma in Professional Studies.



Final Year: E-commerce, Strategic Planning & Marketing, International Retailing, Logistics, Retail Location Studies, Language, Business Planning, and Risk Management.

Year Two: Merchandising, Accounting, Brand Management, Consumer Behaviour, Data Analysis, HRM, Retail Operations, Macro Economics, and Retail IT Systems.

Year One: Retailing Environment, Automotive Industry, Finance, Micro Economics, IT, Marketing, Banking, Organisational Behaviour and Quantitative Approaches.

(1991 to 1998)

Heathfield Community College, East Sussex

A-Level Points: 28:

GNVQ in Advanced Business Studies
A-Level in Art & Design

Grade - **AA (Distinction)**
Grade - **B**

GCSE Grades:

English Literature **A**
Art & Design **A**
Maths **B**
History **B**
Geography **B**

Science (1) **B**
Science (2) **B**
Technology **B**
English (Speaking) **B**
English Language **C**



Advanced knowledge of Microsoft operating systems (7, Vista, XP, SBS/Server2003) and Microsoft Office Suite <2010, Macromedia CS <5. Proven HTML & CSS with forward-thinking SEO skills.

INTERESTS AND ACTIVITIES

Hobbies include house renovation, trail bike riding, fishing, scuba diving & mechanics. I have greatly enjoyed traveling in Europe, Africa, Australia and the Far East. I have a keen interest in computers for website development & media production; some of my latest sites are below.

www.southerntrails.co.uk
www.gapbook.co.uk

www.lbtsolutions.com
www.hintonrestorations.co.uk

www.madservices.co.uk
www.trailactive.com

EMPLOYMENT HISTORY

Gap 360 Ltd
121-123 Mt Pleasant
Tunbridge Wells
Kent



TN1 1QR

(01892) 527392

May 2011 - Present

Technical Director (Board Member)

- ❑ Formed company with other industry experts. Responsible for all IT aspects. Tasked with creating an industry leading website with supporting back office systems and most recognised brand, not only in the UK but internationally.
- ❑ Involved with day to day running and overall direction of the company. Producing and analysing detailed management accounts, forecasts, budgets, goals, concepts, and contingency plans.

Real Travel Ltd
1 Meadow Road
Tunbridge Wells
Kent



TN1 2YG

(01892) 516164

(01892) 520172

Jan 2004 - Jan 2010

Web & IT Manager (Senior Management Team)

- ❑ Managing and developing a team of six staff, supporting an office of sixty, over ten websites and a network of servers and workstations. Responsible for monitoring and maintaining system infrastructure; upgrades, improvements, crisis/risk management. Management of office and building.
- ❑ Conceptualising and managing innovative website/system developments utilising latest technology. Striving to increase SEM via SEO and PPC.
- ❑ Senior Manager – Involved in the day to day running of company having regular meets to discuss/evaluate future goals and business plans. Compiling and submitting detailed reports, analysing figures as well as demonstrating leadership skills building relationships with peers and external companies.

The Business School
Loughborough University
Leicestershire



LE11 3DU

(01509) 223148

(01509) 223145

August 2001 - August 2002

Placements Coordinator

- ❑ Unassisted, I designed, implemented and developed a Placements Office website.
- ❑ Provided support and guidance to students seeking industrial placements. Identified employment opportunities, liaised with and helped develop relationships between companies & University including organising presentations and conferences.
- ❑ Attended official training courses in Presentation Skills, Conference Planning & Organising, Designing Web Pages, Assertiveness, Negotiation skills, Touch typing, Dealing with difficult people. Attained an NVQ in Communication Skills.

Billie Bond Designs
Warners Farm
Howe Street
CM3 1BL



(01245) 360164

June 2001 - August 2001

Jan 1999 - May 1999

Sales Representative

- ❑ Erected exhibition stands, designed displays and sold products at the Ideal Home Exhibition and others such as Wembley, Alexandra Palace, NEC, and Olympia. Handled cash, cheques, EPOS. Carried out stock control and security.

Mail Order Technician

- ❑ Installed, configured, modified and maintained bespoke relational database system in connection with establishing a new mail order catalogue. Helped in the design and development of an e-commerce website for the company.

Mission Control
Ticehurst



(01580) 200346

Assistant to Creative Director

- ❑ Researched advertising ideas, identified sources, purchased, scanned and retouched digital images in Photoshop. Created and edited QuarkXpress and Illustrator artwork files. Trimmed, edited and published video files.
- ❑ Assisted in location finding and organised photographic shoots.

REFERENCES:

Mr David Stitt
Mrs Billie Bond

Gap 360 Ltd (Managing Director)
Billie Bond Designs (Managing Director)

(01892) 527932
(01245) 360164