

Chronological CV

Matthew Kent

Personal Information

- Nationality: British
- Age: 22yrs

Personal Profile

I graduated in 2004 from Manchester University with a BA in Business and am looking for a challenging career in sales and have 6 months telesales experience within the telecommunications industry. I am an enthusiastic and driven individual who is keen to succeed within a sales position.

Professional Experience

8/8/2004 – Present

Telesales, Telewest Broadband

Commercial sales role to win new business through cold calling. Work towards targets. Developed oral communication skills and underwent sales training.

12/7/02 – 31/08/2003

Business Development Executive, Carter Media – Internship

Business to Business sales of advertising, account handling. Worked towards targets.

Education

2000 – 2004

University of Manchester

BA Business: 2.1

Subjects: Economics, Marketing, Human Resources, Distribution and Logistic, Accounting and Management.

1994 – 2002

Bishop Vesey, Birmingham

A levels: German (B), Business (B), Mathematics (B)

9 GCSEs: (A-C) inc. Maths and English

Skills profile

- **Tenacity:**
Working towards targets during my placement year the role involved a lot of cold calling and rejection which I learnt from and developed the drive to win business.
- **Empathy:**
During my time at Telewest I have learnt to identify the needs of the customers and listen to their requirements. I am then able to create a package that matches their needs and thus results in more sales.
- **Enthusiasm:**
I am very hard working and enjoy a challenging role. I am confident in my ability but am always looking to develop myself further to be as effective as I can
- **IT skills:**
Proficient in IT, including use of the internet for research, e-mail, Word, Excel, Access and Powerpoint.

Interests and Activities

I enjoy a range of sporting activities including tennis, football and hockey. I take part in various teams and have represented my university for 3 years in the Hockey Team. I am a competitive person I try to succeed in everything I do.

I enjoy learning new skills and am currently taking guitar lessons to improve my musical ability. Socialising with friends and colleagues is important to me and I enjoy meeting new people.

Reference

Available on request

January 2005