

## **Gayle Smith**

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### **PERSONAL INFORMATION**

As an experienced Accounts and General Manager, I use my knowledge to gauge each situation individually to ensure the most suitable procedures are used to benefit both the company and the client. Coupled with an ability to source and monitor supplier service levels and agreements, this leads to customer trust, additional business, and better profit margins.

I have found in my experience that by assisting the team to look and understand each of the available options they feel more ownership for their role within the company and this inevitably leads to a stronger team and a happier client.

### **PERSONAL SKILLS**

- Self-motivated and driven.
- Personable with an emphasis on Customer Service
- Approachable and team orientated.
- Flexible and open to new ideas
- Good communication and problem-solving abilities.
- Strong focus towards team training

### **CAREER HISTORY**

Over the past 5 years my time has been split between Ireland and the UK, this was due to illness in the family, and it was necessitating for me to be in Ireland with my mother for prolonged periods. I am very happy to say she is now fully recovered. During this time, I took on work at Bushes in Baltimore for 12 months and fell in love with the West Coast of Ireland and I decided to make it my permanent residence.

I have only included the permanent full-time positions on this resume for relevancy and ease.

#### **The Pope's Exorcist – Assistant Production Co-Ordinator August 2022 – November 2022**

- Creating and sending out crew contracts
- Compiling a database of current crew and past crew during filming
- Maintaining the crew budget for the Line Producer
- Organising shipping of props, costumes, and other essential items to the studios for time sensitive filming.

#### **Bodkin – Travel and Accommodation Consultant Various weeks in 2022**

- Sourcing accommodation for cast and crew whilst filming in West Cork
- Negotiating rates and time frames with homeowners
- Ensuring accommodation was returned in a timely and suitable manner.

#### **Oddity – Assistant Production Co-Ordinator March 2022 to June 2022**

- Organising travel and accommodation for cast and crew
- Maintaining a stringent budget and documenting it for the line producer
- Organising catering for all cast and crew on set
- Managing local transport needs for cast and crew

#### **Holding – Travel and Accommodation Co-Ordinator June 2021 to November 2021**

- Sourcing accommodation for cast and crew whilst filming in West Cork
- Negotiating rates and time frames with homeowners
- Ensuring accommodation was returned in a timely and suitable manner.
- Maintaining a working budget for all cast and crew accommodation
- Booking flights and arranging transport

### **General Manager – JDK Builders Ltd – March 2015 to January 2017**

- Taking a company from Sole trader to LTD Company
- Setting up bank accounts, applying for a VAT number and setting up Sage Line 50
- Sourcing and setting up of a premises, including furniture, phone lines, stationery, I.T. and a website designed by myself through the portal GoDaddy.com
- Sourcing and purchasing building supplies
- VAT returns
- Bought ledger, Sales ledger and credit control
- Payroll and PAYE
- Preparing and sending over client proposals and estimates
- Maintaining feedback to the website
- All general admin and office duties
- Liaising with both the client and the team on a daily basis

### **Director and General Manager – Forward Ariana Ltd – May 1<sup>st</sup> 2009 to March 2015**

#### Achievements

- Re-building a company from administration under new owners
- Re-building confidence with customers, staff and suppliers
- Taking on responsibility for the new office including operations and warehouse through to accounts and the general day to day running of the company.

#### Skills Gained

- Management reporting
- Budgeting
- Finance
- Full branch responsibility
- Sage Line50
- Complete access and authority to manage company accounts

### **Export Manager – Forward Logistics Ltd – January 2003 to April 2009 (Company went into administration)**

- Establishing a freight forwarding arm for an existing logistics company
- Route development, through network building and agreements
- Rate negotiation with suppliers and clients
- Implementing a new operations system
- Internal and external meetings with existing clients
- Stock control
- Meeting with HMRC regarding VAT and Duty issues arising from High Value goods
- Monitoring external costs
- Arranging the relevant training certification and courses for staff
- Dealing as part of a large UK buyer's Purchase order management system
- Implementation of relevant warehouse procedures
- Escorted secure movements
- Staff performance evaluations / disciplinary
- Preparing client SOP's

### **Sales Executive – Global Logistics management – February 2003 to Decemebr 2003**

- Cold calling external sales
- Visiting existing clients
- Quotations
- Preparing client tariffs

**Sales Executive – Descartes Systems (Computer Systems) – June 2002 to February 2003**

- External sales of operations I.T. systems
- Implementation of software including staff training
- Advising other sales executives of the process involved in the logistics supply chain to assist them with their own targets
- Training sales staff not familiar with the logistics industry the attributes of the software that were relevant and aiding their understanding of the market

**Director – Airfreight Solutions – June 2002 to February 2003**

- G.S.A.
- Growing tonnage and revenue for 16 airlines
- Assisting to promote the airlines names with the freight community

**Special Accounts Clerk leading to Export Supervisor – J.E. Bernard – February 1996 to June 2001**

- Air export bookings for top 10 clients
- Rate negotiations
- Charters
- Internal and external client meetings
- Quoting clients
- Supervisor for 8 staff
- Staff performance evaluations
- Staff training

**Accounts Clerk – Air Cargo Partners – February 1995 to February 1996**

- Sales ledger, Bought ledger and credit control