

Sharon Lynn
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Profile

A dynamic, intelligent & energetic Operations Manager whose career to date demonstrates a strong consistent pattern of achievement. Self motivated with the ability to work on own initiative to achieve high standards, possessing excellent organisational and inter-personal skills at all levels. Adept at setting and working to exacting targets. Customer focused with innovative, solution driven, problem-solving skills, brought together from a wealth of practical experience including over twenty years experience within Recruitment and 9 years within Catering and Hospitality.

Key Strengths

- Strong communicator who can influence and motivate at all levels to achieve effective results
- Setting and working to exacting targets within budgets and schedules
- Strong leadership skills
- focused
- Attention to detail

Employment History

Operations Manager

Challenge-trg Group (Firststep Recruitment) July 2009 – March 2025 (Redundant)

As previous positions including the below within Industrial, Driving & Transport:

- Crisis & IR Management Solutions
- Inter Group Bank Transfers
- Credit Control
- Sage Invoicing and Credits
- Payroll of PAYE, LTD Contractors and Umbrella Suppliers
- Holiday Pay Calculations
- Margin and Revenue Calculations

Commercial Manager

September 2008 – July 2009

Prospects Recruitment

- Managing a team of Consultants and Senior Consultants within Commercial, Engineering & Technical, Accountancy & Finance, Industrial & Legal divisions
- Team meetings & briefs
- 1-2-1's including monitoring and analysis of Pre Revs
- Motivating, coaching and identification of training needs
- Setting & ensuring that weekly/monthly and quarterly individual and team targets are achieved
- Generating New Business whilst maintaining existing volume and key accounts
- Compliance with all legislations and company policies
- Analysis and restructure of advertising budgets reducing annual costs by 50%
- Producing reports and analysing revenue and KPI targets
- Undertake spot checks and audits to ensure compliance

Recruitment Office Manager

April 2007 – September 2008

Firststep Recruitment

- Managing a Recruitment Branch specialising in Industrial & Commercial Recruitment
- Maintaining existing accounts consisting of supply from Temporary HGV Drivers, FLT Drivers, Pickers/Packers to Permanent Warehouse Managers, Transport Managers and Stock & Admin
- Conducting appraisals
- Training and induction of new and existing consultants
- Staff disciplinaries
- Interviewing candidates on site
- Nationwide travel for interviewing and registering new candidates accompanied with client meetings and generating new business
- Ensuring all back-office functions for invoicing is completed
- Producing induction and training manuals
- Site visits and hospitality functions

Senior Recruitment Consultant**August 2005 – April 2007****Prospects Recruitment**

- Cold calling prospective clients to generate new vacancies
- Client meetings
- Advertising all new vacancies
- Matching candidates to client Job Descriptions and Person Specifications
- Negotiating supplier rates
- Assisting with induction and training of new consultants
- Ensuring all back-office functions for invoices is completed
- Ensuring compliance

Recruitment Consultant**April 2004 – July 2005****Peppers Recruitment Ltd, Blackpool****General Manager & Joint Licensee****Feb 2003 – April 2004****The Brinsop Country Hotel, Bolton****General Manager over 2 establishments****Dec 2002 – Feb 2003**

Lime Bar & Nightclub Manchester & Salford Quays

Oct 1997 – Dec 2002 Brunning & Price Ltd:

Deputy Manager Grosvenor Arms, Chester

Jan 2002 – Dec 2002

Deputy Manager, Cross Foxes, Erbstock

Mar 1999 – Jan 2002

Deputy Manager, Dysart Arms, Bunbury

Oct 1997 – Mar 1999**Training**

REC Foundation Award in Recruitment Practice

REC Telesales for the Recruitment Consultant Certificate

National Licensees Certificate

Wine & Spirit Education Trust Certificate

Emergency First Aid in the Workplace

Basic Food Hygiene Certificate

Beer Dispense & Cellar Management Certificate

British Horse Society Stage I and Stage II

Education

1986-1993 Queens Park High School, Handbridge, Chester

A' Level Passes: Business Studies and French**GCSE Passes:** French A, Business Studies B, Double Science B, English Language B, English Literature B, German B, Maths B, Oral Communication B.**Hobbies and Interests**

Appointed Team Captain for several sports teams during High School. Active involvement in a range of sports including Horse-Riding and Carriage Driving at which became team winner of U.K Novice Carriage Driving Championships and qualified for the Northwest Dressage Championships.

Personal Details

Date of Birth: 15/11/1975

Marital Status: Single

Nationality: British

Driving Licence: Full