

MATT TAYLOR

CONTACT

Brighton, BN2

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SKILLS

PROFESSIONAL

- Customer Service
- Good Communication
- Project Management
- Time Management
- Public Presentations
- People Orientated
- Good Written English
- Good Spelling
- Training/Supervision
- Database Creation

TECHNICAL

- MS Office
- Photoshop
- InDesign
- Illustrator
- Wordpress
- Blogspot
- Video Editing Software
- Power Point

AWARDS

Winner of the Bases 2015 International Film Festival for Short Amateur Film

Top Salesman for three consecutive months at Telegen UK Ltd
Over 1,000 Youtube subscribers
Readership of 1 million a month

REFERENCES

ESS Land Management

Philip Hale

Managing Director

Personnel Selection

Nigel Hill

Branch Manager

Colas Ltd

Rochelle Walker

HR Manager

Contact info available upon request

PROFESSIONAL PROFILE

I'm hard working, resourceful and intelligent. Trustworthy, honest and reliable, I'm able to take on complicated tasks and complete them on time, with professionalism and competence. I'm creative and am seeking full time employment within the creative industries, building on the skills and experience I've gained over a varied work history.

EMPLOYMENT HISTORY

FREELANCE | Journalist

Jan 2012 – Present

Brighton, UK

Editor and writer for Guerrilla Democracy News, specialising in Alternative View news. Promotional video maker, championing social welfare issues including police corruption.

COLAS LTD | Bid Writer

Mar 2016 - Apr 2017

Wallage Lane, Rowfant, Crawly, RH10 4NF

Researching, compiling and writing winning bid answers for a major road construction company competing for work to work on the world's major roads and airports.

FREELANCE | Copywriter

Sep 2011 - Mar 2016

Brighton, UK

Writing content for private customers including the British Association of Anger Management, The Smart Gentleman Magazine and Zest for Life magazine.

M&M TENDERS | Managing Director

Dec 2008 - Sep 2011

Brighton, UK

Successfully built a e-procurement business from scratch, achieving a £100K turnover in the first year, with over a 1000 customers, providing e-procurement services to businesses interested in winning local authority contract work.

TELEGEN UK LTD | Sales Consultant

Nov 2007 - Dec 2008

Church Street, Brighton, UK

A top selling salesman, B2B sales, promoting a variety of services to national businesses and private individuals.

TRAINING, EDUCATION & QUALIFICATIONS

Creative Process Digital Acceleration Diploma, Sep 2017

Carpentry NVQ Level I&II, Brighton College, Mar 2015

Leadership & Man Management, NVQ Level I&II, Jun 97

Cardinal Newman 6th Form College Hove, 1987-1988

Cardinal Newman School, 1981 – 1987

St Mary's Primary School, Portslade, 1976-1981

GCSE Law B | GCSE English language B | GCSE Business Studies C |

GCSE Math's C |

O'level History B | O'level Art B | English literature B