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# Résumé of Joe Bloggs

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# Personal

**Name:** Joe Bloggs

**Date of Birth:** 29 January 1974 (Age 39) (\*Optional)

**Marital Status:** Partner (\*Optional)

**Residence:** Wellington

**Nationality:** New Zealander (\*Optional)

**Health:** Excellent (\*Optional)

**Interests:** Home renovating, property investment, water skiing, snow skiing, squash, food and wine

**Availability:** 1 month

## Education/Qualifications

1996 Wellington Polytechnic  
New Zealand Certificate in Engineering – Production

## Memberships/Affiliations

Technical Member IPENZ

## Training

2000 Updated Word and Excel courses

1996 Management Development Program

1996 Word for Windows v6.0  
Excel v5.0  
Dale Carnegie course

## Computing

MS Word and Excel

# Professional Experience:

Nov 2008 – Present

## ABC LTD

ABC is New Zealand's most diversified energy company with interests in oil, condensate, natural gas, landfill gas, LGP, steam, coal and electricity.

### Electricity Account Executive

Joe was responsible for the provision of sales support across 3 business entities: ABC, DEF Energy and GHI Energy.

### Responsibilities:

#### ABC Ltd

Account management of ABC's Major Customers

Identify new business opportunities within the industrial and commercial sectors

Management of specific marketing campaigns and arranging client functions through the use of corporate box/members seats

Contract re- negotiation

Interface between customers and Lines Company regarding supply issues, pricing and upgrades

Analysis of electrical load and provision of technical feedback on possible cost savings

#### DEF Ltd

Sole responsibility for reviewing pricing and developing new contract documentation for 80 major industrial and commercial customers

Tariff analysis and development for residential and light commercial customers

Undertake review of metering systems and services to ensure compliant with current regulations as well as with a view to cost reductions

Assisting local representatives to conclude contract negotiations as required

#### GHI Ltd

Market research in initial development and launch of new energy retailer

Management of specific marketing campaigns Management of ground level sales force Development of Retail Agents, Energy Broker

Provide key account management and technical support for customer services where required

### **Achievements:**

Successfully retained ABC and DEF Energy's market share within an extremely competitive environment and was instrumental in developing GHI Energy.

Mar 2005 – July 2008

**XYZ LTD – WELLINGTON**

XYZ Ltd is the largest engineering supply company in New Zealand with twenty branches nationwide and a turnover of \$80 million.

Feb 2006 – July 2008

**Machine Tools Sales Manager – Central Region**

***Responsibilities:***

Sales and marketing of customised capital equipment within the engineering sector

Achievement of sales and gross profit budgets for the above products for five XYZ branches

Assessment of customer requirements and presentation of business proposals on appropriate products, options, technologies and service to meet their needs

Provide product and sales training to XYZ branch personnel

Proactively build, manage and maintain relationships with key accounts customers.

Provide a high level of customer service in a professional manner

***Achievements:***

For the 1997 calendar year Joe trebled the previous years sales and obtained market share within the product group he was responsible for. This was achieved by effective market coverage, superior sales skills and the highest level of customer service.

Mar 2005 – Feb 2006

**Branch Manager – Wellington**

***Responsibilities:***

Establishment of GP, sales and expense budgets

Overall profitability of the branch

Continual monitoring of customer and competitor activities to ensure the branch/company was able to take advantage of changes in the market

Recruitment, training, motivation and control of all branch staff

Annual staff review and appraisals

Setting of branch stock levels

***Achievements:***

Dramatically improved moral through leadership by example, effective communication and encouraging all staff to become involved in decision making thereby creating a team environment. Put systems in place to accurately measure a salesperson's performance and to provide for accountability.

**Sept 2004 – Mar 2005      QRS LTD – PALMERSTON NORTH**  
**Product Manager – Brushware**

**May 1999 – Aug 2004      TPA LTD – WELLINGTON**  
**Machine Tools Sales Specialist – Central  
Region**

**Feb 1999– May 1999      WRS LTD**  
**Steel Sales Coordinator**

**Aug 1996 – Oct 1998      PTL PTY – WESTERN AUSTRALIA**  
**Technician / Lecturer**