

4 CRATHORNE PARK
NORMANBY
MIDDLESBROUGH
CLEVELAND
TS6 0JJ

JACQUILINE RILEY

PERSONAL PROFILE

Date of Birth 11th September 1960
Marital status Married
Dependents None
Email jriley3103@gmail.com

WORK EXPERIENCE

2010-2020

Administrative Manager at **Short Bros homes ltd**

The business has several interests including property development and the renewables industry. I am responsible for a team of internal personnel and outside contractors and professional service providers to construct market and sell the properties that we build.

2005-2010

Administrative assistant at **The house Yarm**, a popular up market fashion outlet along with three other outlets and one cafe. In this position I was responsible for the management of invoices and weekly sales figures.

April 1995-2003

Bells Stores

Promoted to accounts manager, in this position I looked after the accounts for a number of convenience stores reporting directly to the owner on banking, wages and all aspects of book keeping.

1992-April 1995

Bells stores

Position as store Manager, in this position I was responsible for all day to day running all aspects of the business, including staffing, stock control and profit and loss.

1987-1990

Bond news

Store manager of a local convenience store.

1983 -1987

Bond news

Shop assistant/store manager

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POST SCHOOL EDUCATION	
	<p>1976-1978 Longlands collage of further education.</p> <p>1978-1980 Stockton and Billingham technical collage</p> <p>The above was to complete a City and Guilds course in mechanical craft maintenance which I successfully completed with no lower than a credit and one distinction.</p>

EDUCATION	
	<p>1970-1975 Gill Brook comprehensive School</p> <p>GCSE –Math’s, physics</p> <p>CSE – English language, English oral, History. Domestic Science, Geography</p>

SKILLS/COURSES ATTENDED

Full clean driving license

Sage course

Excel course

First aid in the work place

NVQ managment