| Andy Tutton Welwyn Garden City  07850080661  andytutton2@gmail.com |  |
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| **ㅡ** **Skills** Car owner  Proficient in Google Suite/Reapit  **ㅡ** Interests My parents moved to France last year so I spend time hiking in the Alps and improving my French speaking when I visit them.  I referee football and dodgeball leagues and corporate events with GoMammoth Sports in London.  **ㅡ** EducationThames Valley University  Media Technology BSC: 2:1 September 2010 - July 2012 LondonSouth Nottingham College  HND Multimedia: Passed September 2008 - July 2010 NottinghamCambridge Regional College  A Levels: Cs for Maths, English and Photography September 2006 - July 2008  CambridgeMeridian School  A Levels: D & Cs for Maths, English, Sciences September 2006 - July 2008 Royston | horizontal line ExperienceDRIVER REQUIRE / DRIVER & INSTALLERJULY 2021 - NOW, NORTH LONDON  Delivery and installation of appliances to domestic and  commercial premises to North London and the surrounding areas.  Working in teams of two in a safe and professional manner.  Multi-drop van delivery across the Hertfordshire area working for multiple clients.  Being conscientious and well presented, always on time and calm under pressure.  Driving safe and keeping clients aware of your ETA. LONDON SPEAKER HIRE / DRIVER & SOUND TECHOCTOBER 2020 - NOW, LONDON Taking bookings for speaker hire packages and bespoke equipment hire packages.  Following up sales leads and developing relationships with clients directly through web orders and referrals from existing customers.  Networking where possible at music events, promoting our brand, package deals and making new contacts.  Delivery and setup of audio gear for events and karaoke private rental parties  Warehouse speakers, equipment and instrument testing and inspecting of sound, lighting, smoke machine gear before prepping for each order and sending out. ONE MOVE GROUP / PROPERTY MANAGERAUGUST 2019 - APRIL 2020, LONDON Maximizing occupancy rates across the 90 strong AST and Airbnb property portfolio.  Working with my line manager to achieve an effective pricing strategy.  Dealing with all incoming enquiries and ongoing guest issues, delivering appliances to properties when needed.  Overseeing check out inventory photography, meter readings and cleaning services.  Arranging repair and maintenance across the portfolio.  Working with pest control, keeping properties compliant with legislation, EICR, gas safety, Asbestos and Legionella checks.  Chasing overdue rent payments in consultation with my line manager. AIRBNB (SITEL) / CONTACT SUPPORTAPRIL 2019 - AUGUST 2019, LISBON PORTUGAL Providing customer support on the Community Education team to the European, Middle Eastern and South African Airbnb markets via phone, email and live chat.  Finding accommodation for customers that best matches their requirements, promoting a range of listings with extra amenities.  Dealing with dispute cases between hosts and guests involving issues of compensation, discrimination, fraud, extortion or abuse.  Complying with data protection and account authentication guidelines when verifying users and sharing sensitive personal information.  Having an overview knowledge on local tax laws and city-wide rental restrictions. BLUEPRINT FS - INTRINSIC / MORTGAGE ADMINISTRATORJULY 2012 - APRIL 2019, LONDON Processing mortgage applications for first time buyers and remortgage clients.  Standing in on meetings and collecting clients financial data, plus fact finds, running affordability calculations and supplying a KFI illustration.  Progressing clients to a decision in principle then full application.  Liaising with all relevant parties (lenders, estate agents, solicitors, accountants) to progress applications through for our clients.  Pushing lenders to assess our client’s documentation and any additional material needed to progress their application through faster.  (patience with hold music) |
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