| Andy TuttonWelwyn Garden City07850080661andytutton2@gmail.com |  |
| --- | --- |
| **ㅡ****Skills**Car ownerProficient in Google Suite/Reapit**ㅡ**InterestsMy 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: 2:1September 2010 - July 2012LondonSouth Nottingham College HND Multimedia: PassedSeptember 2008 - July 2010NottinghamCambridge Regional College A Levels: Cs for Maths, English and PhotographySeptember 2006 - July 2008 CambridgeMeridian School A Levels: D & Cs for Maths, English, SciencesSeptember 2006 - July 2008Royston | horizontal lineExperienceDRIVER REQUIRE / DRIVER & INSTALLERJULY 2021 - NOW, NORTH LONDONDelivery and installation of appliances to domestic andcommercial 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 formultiple clients.Being conscientious and well presented, always on time and calmunder pressure.Driving safe and keeping clients aware of your ETA.LONDON SPEAKER HIRE / DRIVER & SOUND TECHOCTOBER 2020 - NOW, LONDONTaking 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 partiesWarehouse 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, LONDONMaximizing 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 PORTUGALProviding 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, LONDONProcessing 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) |
|  |  |
|  |  |
|  |  |