

Mathew Phillips

Mathew Phillips

6a Carey Street

Hamilton

Cell: 021 0216 3527

Email: Mathew.phillips8@icloud.com

About Me...

I am a driven individual that is looking for a career that is set to challenge me along with expanding on my current skills sets that I have gained through previous work experience. I have studied at the Waikato institute of technology in merchandising and sales and have enjoyed this in the past; however I am looking for a new challenge but find that these skills I have gained are useful in most positions

Key Skills...

- Building displays
- Merchandised stock
- Monitoring promo monthly plans
- Daily updates to the regional manager
- Time management
- Presenting new products
- Information technology skills
- Relaying stock
- Cold calling
- Lead generation
- Time management
- Driving skills
- Sales
- Client updates
- Paper and ledger work
- Database updating
- Answering client questions
- Managed a team of 12 merchandisers in the north island
- Supervised staff
- Trained staff
- Attended and organised meetings
- Ran the Book and entertainment department projects
- Ordering stock
- Looked after financial services
- Responsible for promos E.g. Book displays etc

Work History...

Les Harrison Transport & Tuakau Protein

Hamilton

Feb 2017 - Current

Truck Driver

- Customer relations skills
- Problem Solving
- Solving client issues
- Tanker, curtain sider and flat deck driving experience
- Road ranger experience
- Check in and sort out special customer orders
- Class 5 Driving experience
- Time management
- Driving skills
- Paper and ledger work
- Information technology skills
- Answering client questions

Jay Car Electronics

Hamilton

April 2010 – August 2016

Store Manager/Special Project & Trainer

- Customer relations skills
- Problem Solving
- Solving client issues
- Check in and sort out special customer orders
- Lead generation
- Time management
- Driving skills
- Sales
- HR requirements and Staff Training
- Client updates
- Paper and ledger work
- Database updating
- Information technology skills
- Setting up new stores
- Organising merchandising plans and planograms
- Training staff in merchandising standards
- Answering client questions
- Relief Area manager for New Zealand

Mathew Phillips

Coke Cola

January 2009 – April 2010

Hamilton

Sales Rep

- Building displays
- Monitoring promo monthly plans
- Daily updates to the territory manager
- Time management
- Product merchandising
- Presenting new products
- Information technology skills
- Relaying stock

The Warehouse - Merchandiser Support Team

September 2003 – January 2009

Hamilton

Area Manager

- Managed a team of 12 merchandisers in the north island
- Supervised staff & Sorting out HR requirements
- Trained staff
- Building displays
- Merchandised stock
- Attended and organised meetings
- Ran the Book and entertainment department projects
- Ordering stock
- Information technology skills
- Looked after financial services
- Responsible for promos E.g. displays etc

Levene

September 2000 – September 2003

Hamilton

Salesperson in Window and soft furnishings

- Building displays
- Monitoring promo monthly plans
- Daily updates to manager
- Time management
- Retail sales with customers
- Presenting new products and Quotes
- Information technology skills
- fittings for the client

Also merchandised and sales rep work part-time coke, bluebird, Cadbury, and Frucor over a period of last 15 years

Mathew Phillips

Education and Qualifications...

St Peters School

1985 - 1991

Completed six years secondary study with one year complete in the states via the rotary exchange programs

Licences Classes

- **2** Class 2 Truck
- **4** Class 4 Truck
- **5** Class 5 truck and trailer
- **F** Forklift
- **DG** Dangerous Goods
- **W** Wheel
- **T** Tracks
- **R** Rollers

Waikato University

Law Degree level 1 and level 2
Health and safety stage 1 and 2

2016 – 2019
2016

Fairview Education Services

Pre-apprenticeship in automotive course

2018

Waikato Institute of Technology

Diploma in Business Computing
Diploma in Sales and Marketing
National Certificate in Merchandising Marketing
Diploma in Sport and Exercise Science

January 2007 – December 2010
January 2004 – December 2006
January 2003 – December 2005
January 2000 – December 2002

Interests and Hobbies...

- Stamp Collecting
- Cars
- Gym
- Bike racing
- Friends and family

Referees...

Written references available on request