

David McVittie



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DOB: 26 April 1947
Marital status: Married
NI Number: YK578871B
Driving licence: Full, including mini-buses and motorcycles.

Experience and skills: Good working knowledge of PCs
Good working knowledge of most MS softwares: WORD, Excel, PowerPoint, Outlook, Access. Also SAGE Line50. Corel Draw. Corel Photopaint. Adobe Pagemaker.
Can create budgets, sales forecasts and sales strategies
Good knowledge of graphic design and text layout
Have created and still run web sites for own business and various associations/societies using HTML.
Experienced at organising presentations, exhibitions and events
Full driving licence and have, in the past, qualified as mini-bus driver for Somerset County Council and National Trust.

Last position held: **March 2009 – July 2009**
Temporary position as Advertising Sales department for The RADIO Magazine, a weekly newspaper for the UK radio industry. Sales were all by phone or email, working from home. This was a part-time position, three days per week, though in practice I worked at it every day of the week, whenever I could contact customers.

Previous occupations: Temporary summer work in July 2008 as assistant warden on a caravan site in Devon. Responsible for reception, cafe and shop, general maintenance and ensuring guests were welcome and enjoying their stay.

2 February – 2 May 2008 (three month contract)
Administrative Assistant – HBOS/Clerical Medical
Data input; Retirement quotations; fund switches; refunding overpayments.

Since 1984 - Running own company, organising an annual trade show at the NEC for the sound broadcasting industry. Show was started in 1976 in a Birmingham hotel.

October 2002 – October 2005
My wife, Paula, and I ran the Highlea Hotel, an eleven bedroom guest house in Weston-super-Mare. I have a Basic Food Hygiene Certificate and a Personal Licence for the sale of liquor.

1989 – 1997
Audio Systems Components Ltd, Aldermaston
Sales Manager
Headhunted by MD to establish and run internal sales systems creating spreadsheets to ensure consistent and profitable methods for supplying complicated quotations. I introduced regular mailing of newsletter called *Talkback*. I was responsible for controlling external sales team (3). I was also responsible for stock control and assisting

MD/Marketing Director in developing new products for the sound broadcasting market. I resigned in 1997 to concentrate on trade show.

1984 – 1989

Elliott Bros. Limited, Oxford

I was headhunted by MD to be company's sole salesman. Elliott Bros specialised in installation of radio studios and sound systems for theatres. As salesman my task was to create a regular cash-flow by selling audio products to radio, TV and theatres all over the UK. Introduced PCs to this company to handle accounts and sales order processing. Headhunted from this company by ASC Ltd.

1976 - 1984

Audio & Design (Recording) Ltd

Initially employed as a printing technician, producing brochures and technical manuals for the company. Assisted with sales and marketing. Responsible for the company's presence at trade shows in the UK and overseas. Responsible for the company's database and mailings (before the introduction of PCs). Progressed to be Sales Manager. I was headhunted from this company by Elliott Bros.

1962 – 1976

Left school in London to train as a photographer with Tella Photography and there gained my knowledge of the exhibition industry. Worked for various commercial photographic companies in London and moved to Reading in 1970. Worked in a general photographic practice photographing weddings, portraits as well as commercial and industrial photography.

Interests:

Past member of the Rotary Club of Weston-super-Mare; Member of two local choral societies; member of CAMRA; Associate Member of the Institute of Broadcast Sound.

Hobbies include photography, computers, walking, DIY.

Other information:

Recently moved to Emsworth from Weston-super-Mare where we lived for 9 years, including running a guest house/bed & breakfast.

Whilst living in Weston-super-Mare I was Treasurer for Safety Zone2000, a charity offering life-skills training for Year One school children. I had an Enhanced CRB Disclosure for this position, dated July 2007.

Whilst living in Dulverton, Somerset I was a volunteer driver for the local community minibus which had a route around Exmoor linking outlying villages.

I was a Scout Leader for many years, running a Scout Troop in Theale near Reading.

I have also worked as a National Trust Volunteer on National Trust Holidays as a Leader and qualified as a minibus driver for the NT.