

Curriculum Vitae

Name: Carol France
Address: **5 Allendale Avenue**
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Hampshire
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Telephone: **01243-432049**
Date of Birth: 23 July 1964
Marital Status: Single
Dependants: None
Health: Good and fully fit. No long term disorders. Non-smoker.
Driving Licence: Full and clean. Car owner.

Education

Secondary school: Chailey Comprehensive. Chailey, West Sussex.
1977-1980 O`Level: Art and design.
 Home economics.
 C.S.E Maths.
 English language
 Geography
 Biology
 English literature

September 1993 South Downs College. College Road, Havant.
 G.C.S.E. English
 R.S.A. Typing level 1

September 1995 G.C.S.E psychology

September 1995 Fareham College. Fareham, Hants.
 G.C.S.E physics

September 1998 Havant College
 A level Psychology

September 2001 Southdowns College
 City in guilds 1 & 2 in Photography
 Credit

September 2002 Southdowns college
 CIPS (Chartered Institute of Purchasing and Supply)
 Foundation, Profeshinal.

Vocational Training

April 1992 Simtec Ltd. Southampton.

Hands on Tetra:

Tetra integrated business package. Covered all aspects of accounting and stock control modes.

November 1991 Computrain Ltd. Birmingham.

Vocational Training Continued

February 1993 NHS Training. Ham Green House, Pill, Bristol
Time management course: learning all aspects of time saving at work

July 1990 Southdowns College. College Road, Havant.
Save a child: One day course teaching the basics first aid and C.P.R. with special emphasis on treating the under twelve's.

November 1997 **First aid at work learning** all aspects of first aid including most industrial injuries that may occur, including CPR bandaging, fainting

September 1998 CPR First aid

February 2000 Introduction to Microsoft outlook
 Ethics at work
 Health and safety at work

February 2002 First aid for Divers

Employment History

July 2007
Present time GE Aerospace

AGS Buyer
Purchasing all parts fasteners etc for Boeing, Airbus, Hawk, Bae etc

I receive my MRP generated requisitions on Monday and work through placing order to required customer spec. also have a good understanding of First article reports.

I have just completed setting up 3 DLF contracts, (direct line feed for fasteners) to cover Boeing, Airbus, and military parts.
 this involved sending out tender contracts, sourcing the correct suppliers at best cost and lead times. Organising the project that will be covered, setting up the areas with fastener bins.
 This was a time consuming job but is worth the time invested.

I have just started to help out in new projects and started to source parts for 737 MMA wing Pylon.

Current wage £25.000

May 2006

July 2007

Eaton Aerospace Ltd Titchfield, Southampton road Hampshire

Specialist project buyer for new projects, currently the Boeing 787, US101 presidential helicopter. A380

I buy all products to the customers requirements. Mostly from engineer drawings, and MRP Tab. The products I purchase are a mix of components, metalwork, pumps, canisters, PCB boards, Big factory machinery, computers and software. I am involved with new project buying, which is sourcing new suppliers and negotiating the best prices. I also use the MRP system Eatons system is called AVANTE.

I also purchase items from Requisitions for the engineers like Calibration testing, thunderstorm & lightning testing, and general RS Farnel components.

I changed jobs because Eaton would not take me on as permanent Staff.

Although I did enjoy the job!

Wage £ 20,000 on contract rate

February 2002

LOCKHEED MARTIN Langston Havant

May 2006

Specialist Buyer Procurement

The job involves all aspects of buying from all ranges. PC's, Hardware, Software. BT phone lines ADSL lines, Health Insurance etc. All orders are placed on in house system, (PERC) and some via the e-mail & Internet. I also look after the lease contracts of the photocopiers, water systems and the Site landlord rental contract. I procure office space, and furniture to complete office fit outs.

I moves on because I was on contract and was looking for a more permanent job.

Employment History continued

December 1997

GEC MARCONI RDS LTDBroad oak, Portsmouth

February 2002

Senior Buyer for customer services

The job involved purchasing on a demanding level due to the nature of the business repairing and refitting military equipment i.e. ships, planes and field equipment. I had to buy the goods very quickly and ensure they meet the full military specification. GEC Buy obsolete components and having equipment made from old drawing specs, knowledge and understanding of parts is essential. I also got involved with Survey repair products. Raising orders for Customer equipment to be repaired off site i.e. warranty repair or refurbishments. I decided to move on for better job prospects.

March 1997 **MMD Shipping services Ltd** Continental ferry port Portsmouth
December 1997 **Import Clerk**

The job involves working closely with commadore ferries the company deal with all incoming goods from the Channel Islands all documentation has to be raised for customs purposes.

We also deal with the Moroccan fruit boats and have to submit the documents and licences for clearance. Computer systems used Impatex and Cheif

September 1996 **Oughtred & Harrison** Continental Ferryport Portsmouth
March 1997 **Import export clerk**

My primary job was receiving faxes taking notes of what is coming in/ or going out, and working out what is vatable and what goods need special licences. All documentation had to be presented to customs office and cleared accordingly. Systems uses Sigma Cheif
 I finished the contract due to a better offer from another agent.

April 1996 **Body Shop Colour Division.** Wick, Littlehampton.

August 1996 Vendor scheduler / Purchaser

I was responsible for the stock purchasing of: Components /raw materials which includes bottles, caps, tubes, labels, and the chemical build up which makes the unique body shop make up. I used a MRPII system and had to work out the components needed to make a finished product through the MRP. I also ran the various reports needed to re-schedule the orders & re order new products. Making sure the production line never stopped this was a very demanding role. I negotiated with Italy/Germany/and Hong Kong suppliers and informed the relevant shipping Companies of the shipments due in.

Other jobs include using lotus 123 and excel, keeping the reject file up to date and informing the vendors of rejects by letters & phone call, all letters and faxes were written in word 7. I also used e-mail to place orders within the company. The relevant filling was also kept up to date on the system and paperwork side. This was a short-term contract position in between jobs.

Employment History continued

March 1995 **Import services Ltd** Fareham Industrial Park. Fareham.
March 1996 stock Controller / Goods in clerk/£9500.00 per annum

Import Services Ltd. are a busy and dynamic freight holding and forwarding company who hold stock for various companies prior to onward shipping. All kinds of goods are handled from toys to electrical goods. As is traditional in the industry the company runs with a minimum of staff requiring a very flexible approach to work.

My position primarily involves responsibility for goods inwards administration and customer stock control and tracking. My day to day tasks include; time and resource co-ordination for freight arriving, stock recording, customer communication in the event of problems and

dealing with bonded stock. In addition I help out with the general office and clerical duties covering for staff holidays and absence. I was made redundant March 1996

February 1994 **N.H.S. Supplies.** Robinson Way, Anchorage Park, Portsmouth.
March 1995 Stock Controller./ Purchaser/£8815.00 per annum + N.H.S pension.

NHS Supplies are a regional health service supply and distribution operation. My responsibilities were maintaining stock, purchasing of stationary, disposable, bedding and linen. Work is documented to BS5750/ISI9000 standards and I was actively involved in keeping the procedures up to date. I have also negotiated competitive contracts. I am fully conversant with all aspects of stock control in a purchasing environment. My position has also involved the use of high technology systems such as E.D.I.terminals for directly placing orders to major companies like W.H.Smiths, Southern Syringe. I was made redundant in March 1996

January 1990- **Biwater-Spectrascan Ltd,** 24 / 25 Hussar court, Waterlooville,
January 1994 Goods Inwards And Despatch Clerk.

Biwaters are a medium size electronics company manufacturing specialised instrumentation for the water industry. I started at Biwaters as a stores person jointly responsible for all aspects of the stores area including purchasing, order receipts, stock control and assembling parts kits for the production department. Biwaters expanded I was moved into a newly created goods inwards department and assisted in the despatch department. All clerical work was in compliance with BS5750/ISI9000. I was also tasked with administrating warranty returns and customers repairs. Both these tasks involved creating new administration procedures, leasing with customers and the respective engineering departments. I then moved on to helping out in the wiring area where I did a little prototype work, and skilled up on using soldering iron to aerospace level.

At Biwaters I used lotus 123 release 2, Tetra and Word for Windows 2 I also used the franking machine photocopier, and fax machine. It was a great disappointment when I was made redundant early in 1994.

April 1988 - **Westomatic Vending Services.** Newton Abbot South Devon
December 1990 Wire person / Electro Mechanical Assembler.

Primarily I was employed as a wire person manufacturing cabinet sized wire looms. Looms were hand made and utilised various technologies including crimping, soldering, binding and cable tie. The work was individual however the section worked as a team with different tasks being rotated. I was involved with electro-mechanical re-manufacture renovating vandalised machinery, which required an understanding of electro-mechanical principles and assembly techniques. The work was varied, someday repairing 1970's machinery and other days manufacturing P.C.Bs for use in hi-tech microprocessor machines. All work was completed to drawings and job times were adhered to. I was responsible for my own work

all the way to despatch making repairs on the test line on the rare occasions that the inspectors missed faults.

Hobbies and Interests

I am interested in most practical crafts pastimes including dressmaking, cooking, art. Including Outdoor sports; Photography, swimming walking, & spending lots of time in the country when I can!

I am closely evolved with running our local diving club and was the Club chairman from 2004 – to 2005 (Southsea Sub Aqua) I help in all aspects from running the bar, social secretary, finances, major club issues.

After renovating my house in 1996, that included building a patio and landscaping my garden! Refitting the kitchen, putting in a fireplace. I decided to sell and start again.

I also help my partner run his own business of computer consultant since November 1994; I get involved in the administration, Maintenance contracts and all the banking I also get involved with buying Servers , computers and hardware.

Pastimes looking after my pet Iguana (lizard). Running my partners business, doing up my house which involves building conservatory, and landscaping my gardern. When I do get time to go out I enjoy photography, and watercolour painting. I also go swimming at langstone lesure centre 3 nights a week, (have to keep fit!)

Personal Attributes

I am very pleased with my work record having spent very little time unemployed since leaving school I have had to retain a flexible attitude and coupled with my high personal standards, I have been rewarded with a varied and interesting working life. I perform well under pressure and enjoy a challenge I enjoy working in clerical or industrial positions taking great satisfaction from both helping people and physical production. I enjoy working as a team and on my own.