

## Mr Peter Sawyer

**Personal details:** Born 24 January 1983, Nationality British, lives in Lincoln.  
Full UK driving licence and has own vehicle.

**Contact:** Pete@360e.co.uk

### Qualifications:

- **BA (Hons)** in Management – 1<sup>st</sup> Class Degree (University of Lincoln 2004)
- European Computer Driving Licence (**ECDL**) (2005) – The British Computer Society
- **Developing IT Skills** (ongoing) – University of Lincoln
- “**Developing Business Counselling Skills**” (2006) – The Institute of Business Advisers

### Positions

**Aug 08 –  
Date  
and**

Recently joined 360e Ltd as **Projects & Office Manager**.

Working closely with the 2 directors to help them manage a range of IT /e-business business development projects across the East Midlands.

- Helping develop marketing and training materials for IT related courses
- Taking the lead role in supporting a major client with their IT support contract requirements
- Research, both relating to client’s requirements as well as opportunities for the business itself.
- Controlling the back office business administration functions of 360e Ltd.

**April 07 -  
Aug 08**

**Project Administrator and Co-ordinator**, Advance Rural Lincolnshire (ARL) project, Success Matrix.

- Responsible for the effective co-ordination of all key activities relating to the collection, monitoring and presentation of financial and management information data.
- Also responsible for administration of all activities, and to be fully compliant with existing contractual, monitoring and data collecting processes and systems in order to provide reports, statistics, information, etc
- Also responsible for creation of a range of promotional / marketing activities and e-communication campaigns to promote the project to eligible businesses across the county.

**May 05  
April 07**

**Enquiry Handling Officer**, Business Link Lincolnshire & Rutland

- Key member of the Customer Contact Team responsible for providing front-line support for existing businesses seeking help, advice, information and resources to support their business needs. I
- Also dealt with enquiries from pre-start and start-up businesses looking for information and support to help develop their business ideas further.
- As well as diagnosing their calls, also researched and delivered the information needed to help with their enquiries.
- Also provided an information resource for the wider business link advisory team in the delivery of their roles.