

Johan Marcus Jakt

22 Union Place
Truro, TR1 1EP
United Kingdom
+44 77 1722 3001

marcus@jakt.org.uk – <http://marcus.jakt.org.uk>

Nationality: joint British and Swedish

Date of birth: 20-03-1978

A highly cosmopolitan individual with experience of working in specialised industrial sectors including refining, chemicals/petrochemicals and industrial gas. A varied skill set gained from undertaking marketing, project proposal, research, data processing and analytical activities in order to facilitate the commercial operations of a large number of industry players worldwide.

- Technical/Creative**
- Experience of generating technical reports and presentations for a highly qualified audience/readership:
 - *As part of a broader consulting assignment, recently completed a 'position paper' evaluating competing LNG liquefaction alternatives for a client in South America – helping inform the client's ultimate choice of engineering solution;*
 - Analytical experience:
 - *As part of a 'Financial Business Performance Programme' at Spiritus Consulting, regularly evaluated and analysed quantitative financial data from the industrial gas sector;*
 - Experience of producing promotional literature for specialist engineering marketing purposes:
 - *Designed a 'capabilities & services' brochure for Bassett Defence Services – in support of a presence at the 2005 DSEi Defence and Security Exhibition;*
 - Well versed in the use of all MS Office applications, including Excel, Access, Word and PowerPoint. In addition, extensive working knowledge of QuarkXPress, Adobe Photoshop, Adobe Dreamweaver and manual editing of HTML script.

- Leadership skills**
- Managerial experience:
 - *Current role as Office Manager entails wide range of administrative responsibilities, including finance & tax, HR, compliance with Health & Safety legislation, marketing, CRM, and board duties (attend all board meetings as secretary);*
 - Well-versed in liaising with clients across all phases of a new or existing contract, including for project definition, project proposal, delivery of report and results, as well as post-project administrative tasks;
 - Commanded and led a Swedish Army troop of up to 16 men – with vehicles – in often harsh climatic conditions: hold rank of 2nd Lieutenant.

- Intellectual skills**
- Academic qualifications in both the Sciences and the Arts;
 - Languages: conversant in French, fluent in English and Swedish;
 - Extensive personal and professional experience of numerous countries, cultures and peoples.

- Endurance**
- Undaunted by physically or mentally demanding tasks;
 - Enjoy physically demanding sports such as sailing, surfing, skiing, and SCUBA diving (PADI Rescue Diver and Medic First Aid) in my free time.

Experience:

May 2011-present	Office Manager at 'Process Integration' <i>Manchester, U.K.</i>
November 2006-April 2011	Multi-Client Programme Manager at 'Spiritus Consulting' <i>Truro, U.K.</i>
May 2005-October 2006	Marketing Communications Manager at 'Bassett Group' (encompassing two companies: 'Bassett Defence Services' and 'Rigibore') <i>Hayle, U.K.</i>
June 2004-April 2005	Various freelance assignments, including for 'Itchy Media', 'Content Team Online' and 'Sanders Design' <i>Truro, U.K.</i>
April 2004	Work placement, 'Nuts' magazine <i>London, U.K.</i>
May-June 2003	Vineyard work for wine producer Guy Fourny <i>Mardeuil, France</i>
October 2002-May 2003	Various duties, Royal Mail sorting centre <i>Truro, U.K.</i>
July-August 2002	Factory work, 'Station Oenotechnique' <i>Epernay, France</i>
January 2001-March 2002	National Military Service, Swedish Army <i>Boden, Sweden</i>

Education:

2003-2004	Postgraduate Diploma: Professional Writing <i>Falmouth College of Arts, Falmouth</i>
1996-2000	Bachelor of Science, Associate of the Royal College of Science: Chemistry <i>Imperial College, London</i>
1993-1996	Diploma of the International Baccalaureate, 37 points awarded <i>Sigtunaskolan Humanistiska Läroverket, Sigtuna, Sweden</i>

Referees available on request