

DANIELLE BRIDGMAN

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PROFESSIONAL PROFILE

Versatile and dependable stone sales and operations specialist with a track record of coordinating complete project lifecycles, guiding clients from initial stone choice through installation and long-term care. Known for maintaining high customer satisfaction while supporting the smooth running of office, workshop, and procurement functions.

Proactive in identifying and resolving operational issues, leading daily team briefings to streamline communication, strengthen cross-department collaboration, and enhance end-to-end procedures.

AREAS OF EXPERTISE

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| • Stone sales specialist | • Aftercare and O&M | • Team support |
| • Client enquires | • Customer service | • Stock Management |
| • Tender submission | • Stone procurement | • Process Improvement |
| • Financial administration | • Logistics of importation | • Vehicle management |
| • Diary management | • Supplier Relationships | • Problem solving |
| • Client support | • Quality control | • Project administration |

CAREER EXPERIENCE

Middlesex Marble - Old Woking, Surrey.GU22 9JY
06/2026 – 09/2026. Sales Executive.

Project Management

Manage full project lifecycle from initial client enquiry through estimating, procurement, coordination, delivery, and billing in Xero.

Raise, issue, and control all workshop job cards, ensuring accurate information flow between office, workshop, and site teams.

Cutting Layouts & Vein Matching

Produce detailed cutting layouts showing accurate vein-matching for client approval, ensuring aesthetic continuity and correct slab utilisation.

Prepare layouts for slab ordering, confirming quantities, dimensions, and vein direction before procurement.

Generate workshop cutting allocations in Easy Stone Shop, providing clear instructions for sawyers and masons to ensure efficient, accurate fabrication.

Customer Support

Assess client expectations regarding stone selection, performance, maintenance, and aftercare.

Provide clear guidance to ensure clients understand product suitability and long-term care requirements.

Procurement

Source stone from on-hand stock, UK suppliers, and EU quarries, balancing cost, lead time, and project requirements.

Manage procurement for workshop, site, and office operations, ensuring timely supply and smooth workflow.

Deliveries – Goods In & Out

Maintain accurate paperwork and digital records for all incoming and outgoing materials.

Oversee workshop and client documentation to ensure full traceability of goods received and dispatched.

Workshop Support

Hold daily coordination meetings with the workshop manager to issue job cards and schedule work for masons, saw operators, and waterjet.

Review active and upcoming projects, site visits, and delivery requirements.

Prepare and distribute all relevant paperwork to support production and installation teams.

Quality Control - Incoming Materials Inspection

Inspect all delivered slabs to verify correct thickness, flatness, and structural integrity.

Check for cracks, vents, pits, bowing, or any defects that may compromise suitability.

Measure and record delivered slab sizes against both the sales order and supplier-provided dimensions.

Confirm all materials received meet project specifications and are appropriate for fabrication and installation.

Quality Control - Finished Works Inspection & Sign-Off

Conduct detailed inspections of completed works to ensure all fabrication meets high quality standards.

Verify that all customer requirements, dimensions, finishes, and details have been met accurately.

Complete sign-off sheets to formally confirm readiness for fixing and installation.

Ensure any issues are identified early and resolved before works leave the workshop.

General Administration & Document Control

Oversee filing systems, scanning, printing, and all project correspondence.

Manage vehicle tracking, servicing schedules, and maintenance records.

Maintain an organised, efficient, and welcoming office environment.

Manage facilities, supplies, equipment, and day-to-day operational needs.

Record daily staff attendance in excel.

Stoneworks (UK LTD, UK Holdings LTD, Marble & Stone LTD)

Acton, London, W3 8BL.

04/2007 – 06/2026. Sales Specialist & Office Manager.

Reception & Client Engagement

Greet walk in clients, identify project requirements, and propose suitable stock options for smaller works.

Raise all enquiry and estimate documentation, including electronic folders and job records.

Project Management & Lifecycle Oversight

Manage projects end-to-end from initial enquiry through to aftercare, ensuring delivery within agreed time, budget, and quality parameters.

Coordinate internal teams (workshop, draftsmen, masons, sawyers) to maintain workflow clarity and resolve issues proactively.

Estimating, Tendering & Technical Analysis

Analyse architectural drawings, calculate material quantities, and prepare detailed tender packages using Excel.

Support draftsmen by bridging design intent with practical on-site implementation; raise job cards and layout allocations.

Procurement & Supply Chain Management

Source materials from local, UK, and EU suppliers, including specialist quarries.

Manage logistics to ensure timely delivery, cost efficiency, and sustainability across site, workshop, and office operations.

Commercial Management & Variations

Compare site surveys against drawings to identify changes, omissions, and additions.

Prepare costings for variations and manage client approval processes.

Integrate variations into financial accounts using Excel and Xero.

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Financial Administration

Raise payment applications and maintain accurate financial documentation.

Support commercial reporting and cost tracking across multiple projects.

Workshop Coordination

Lead daily morning briefings with all staff to review active and upcoming projects.

Address concerns raised by sawyers, masons, and draftsmen, ensuring issues are resolved quickly to maintain production flow.

Prepare and distribute all relevant paperwork to support production and installation teams.

Project Closeout & O&M

Compiling Operation and Maintenance manuals.

General Administration & Document Control

Oversee filing systems, scanning, printing, and all project correspondence.

Manage vehicle tracking, servicing schedules, and maintenance records.

Office Management

Maintain an organised, efficient, and welcoming office environment.

Manage facilities, supplies, equipment, and day-to-day operational needs.

Respond to all incoming emails and phone calls, directing enquiries to the appropriate department.

Office Administration & Logistics

Coordinate procurement for site, workshop, and office operations.

Manage logistics to ensure smooth workflow and timely delivery.

SIGNIFICANT ACHIEVEMENTS TO DATE

Secured tenders ranging from £20,000 to over £150,000, contributing directly to revenue growth and repeat business.

Successfully onboarded new clients and developed strong, long-term working relationships built on trust, clarity, and consistent delivery.

Strengthened business performance by establishing a calm, structured, and process-driven working environment that improved team efficiency and workflow stability.

EDUCATION

NVQ level 2 – Painting & Decorating

NVQ level 1 – Fashion wear and design

Level 2 – Spectator safety & door supervisor

Certificate of achievement - Fire Marshall