

## FULL NAME

Address

Mobile

Email

FULL CLEAN UK DRIVING LICENCE

Resident in the UK Since Birth

## Personal Profile: BSc (Hons) Information Technology

**BSc (Hons) Information Technology-** School of Mathematics and Computer Science- **Wolverhampton University.** Key topics including; **IT Security Management, Managing Projects, Network Security, Strategic Information Planning, Database Systems** and **IT Support.** **Created database systems from scratch using Oracle packages/ software** and an **instant messaging application for Android devices using eclipse and java.** Currently, **Interim/ Contracted IT Support- Churchill Search and Selection, developed company website from scratch** to a dedicated brief, providing creative input and **creating a complex online competency based question system.** Provided **support on Skype interviews** and **searching for candidates.** Prior, General Office Administration - Parts Shop UK. Other **strong skills including; Java, HTML, Oracle, Eclipse and other C++ knowledge.**

## Key Skills

### Technical

- Highly experienced with Microsoft software due to the fact I have been using Microsoft packages for over ten years.
- Analysing data I can do well this is because I can identify when data is useful and what irrelevant.
- I can produce programs using C++
- Excellent with using Oracle packages
- Advanced skills using and highly experienced using html and CSS to produce dynamic websites
- Experienced using Eclipse
- Can create e Android Programs well as high level programming

### Personal

- Hard worker, even though the task may be daunting I will still give it my all.
- I understand that making decisions is crucial to business so I can make the right decisions for the business.
- I can recommend good ideas if I understand the given task.
- If other members are feeling down about work load I will work ways how they can split the work load up.
- If I have a skill which I learned I will happily pass the knowledge on to other so that they can benefit as well.
- I listen to other to get their opinion even if I think mine is different.
- Research information.

## Relevant Work Experience

### Churchill Search& Selection–Interim/ Contracted IT support

**Dates: Oct 2015-Present**

Professional Executive Recruitment Consultant working for Churchill Search & Selection who are a prestigious FMCG executive search consultancy operating in both food and non-food disciplines. Churchill Search & Selection have over 30 years' experience and offer a bespoke recruitment solution from Senior Management up to Director/ board level. Some of Churchill Search and Selections clients include; Britvic Soft Drinks, A.G. Barr, Coca Cola, Philips Consumer Lifestyle, 2 Sisters Food Group, KP Snacks, United Biscuits, Reckitt Benckiser, Molson Coors, Mondelez, Vodafone and Mornflake.

## Key Responsibilities

- Maintaining all technical software (e.g. PC's, printers and laptops) and ensuring they all can correspond with each other
- Updating PCs and all technical components
- Totally reconstructing Churchill website
- Assisted on Recruitment including Skype Interviews, LinkedIn Searching and Admin
- Tackle all computerized problems down to updating viruses to opening ports and closing port on the network to allow traffic in and out.
- Whilst carrying out these task I also taught staff how to carry out less technical things such as updating software and teaching them how to use new software, as well as boosting there all around knowledge with computers and technical devices
- Recovering deleted data
- Provided desktop support, hardware support and general input on technologies and troubleshooting

## Achievements

- **Developed Churchill Search and Selection website from scratch to a dedicated brief, providing creative input where necessary**
- **Created an online competency based question system where candidates can answer questions to familiarise them with questions they might be asked at interview- answers provided on the website will be emailed back to the user**
- **Designed an elegant, user friendly website that is interesting for the targeted user**

## Parts Shop UK

**Dates: Jan 2012-2013**

I assisted in all areas of general office administration, including answering telephone calls, producing computer art work and graphics, and performing general office duties such as filling, faxing and dealing with queries from the public. I helped manage data using a database and inserted and deleted customer information. I also created a website for the business which was used to advertise the products which were being listed on eBay.

## Education

### Wolverhampton University

**Course (Degree) title: BSc (Hons) Information Technology**

#### Modules Year 3

**Dates: Sept 2012-2015**

- IT Security Management
- Managing Projects
- Network Security
- Strategic Information Planning
- Project and Professionalism

#### Modules Year 2

- Data Base systems
- IT Risk Analysis
- IS Group Project
- Information systems and Development
- IT support
- IT security

#### Modules year 1

- Academic & Employability skills
- Information Science
- IS/IT in Organisations
- Information Systems Analysis and Design
- Website fundamentals

**(A levels/ BTEC)**

Sandwell College

**Dates: Sept 09- Jun 2011**

- Level 3 Games subsidiary AA
- Level 2 English Pass

**(GCSEs)**

Tividale High School

**Dates: Sept 02- Jun 2007**

- Maths C
- English C
- Science C
- Digital applications C

**Additional Information**

I enjoy playing all kind of team sports. I am currently in an area football team and also a local pool team. I enjoy travelling and computer gaming including web designing. I also enjoy keeping fit so I sometimes go for a jog with my dog and go like to go to the gym time to time. I also hold a full UK driving licence. I am willing to relocate for the ideal graduate job.