

Curriculum vitae

PERSONAL DETAILS

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PROFILE

I am a highly adaptable professional with a substantial background in information technology systems, project coordination, and business processes. I possess extensive technical and administrative experience, enabling me to analyse complex systems, streamline analyses, and achieve measurable results. I optimise systems and anticipate outcomes by leveraging my strategic mindset and refined pattern recognition abilities, driving continuous improvement. My capacity to communicate proficiently with stakeholders ensures alignment and fosters collective success. I thrive in dynamic environments, employing my expertise to implement sustainable improvements, optimise performance, and deliver enduring impact.

WORK EXPERIENCE

- Oct 2024 - Jan 2025
IT Consultant
Phillips Solicitors, 6 Wood Street, Mansfield, NG18 1QA
I served as a part-time IT consultant to address various challenges faced by the organisation in its IT projects. I created advanced DOCX templates integrated with automated fields, significantly reducing administrative workloads and enhancing accuracy. Furthermore, I played a pivotal role in facilitating the organisation's achievement of Cyber Essentials certification by upgrading systems, implementing necessary improvements, and conducting thorough audits. These initiatives not only streamlined operations but also ensured compliance with industry standards.
- Dec 2023 - Jul 2024
VKS Deployment Engineer
Glenair, Glenair - 40 Lower Oakham Way, Mansfield NG18 5BY
My job responsibilities evolved significantly following a comprehensive overhaul of the shop floor (my job title did not change, just the description). I took the initiative to lead and coordinate the implementation of IT hardware and software for the VKS shop floor system, which enhanced workflows and minimised disruptions. During this period, I successfully executed projects that streamlined operations and improved efficiency.
- Aug 2021 - Dec 2023
IT Support Assistant
Glenair, 40 Lower Oakham Way, Mansfield NG18 5BY
Upon completing my Level 3 course, I secured a first/second-line IT support assistant position at Glenair within their internal IT department. I enhanced stockroom efficiency by revamping inventory processes and reorganising physical layouts, significantly reducing downtime and improving accessibility. Moreover, I spearheaded cost-effective hardware upgrades by refurbishing outdated systems into high-performing assets, leading to a cost savings of over £585,000 for the company. These initiatives have contributed positively to both operational and financial performance.

COURSES

2024 - Present PRINCE2 7 Edition Foundation/PRINCE2 7 Edition Practitioner
ILX

The PRINCE2 7th Edition is a structured project management methodology that provides a widely recognised standard for managing projects effectively. The Foundation certification encompasses fundamental principles and terminology. The Practitioner certification emphasises the application and customisation of PRINCE2 within various project contexts. These additional certifications are part of my ongoing efforts to enhance my existing knowledge in the field.

EDUCATION

Oct 2024 - Present Open university
Diploma Of Higher Education In Computing & IT And Business, Online

I am enrolled in a Level 5 Modular Online Course, equivalent to the first two years of a bachelor's degree program. This comprehensive course is designed to equip me with essential skills across both technological and business domains, preparing me for roles that involve the management of technology-driven projects within professional environments. The course's inherent flexibility enables me to fully engage in my studies and acquire practical knowledge over the two years.

2019 - 2021 Level 3 Cambridge Extended Technical Diploma In IT (Digital Technician Pathway
West Notts College, Mansfield, Nottinghamshire

The program significantly emphasised understanding information technology infrastructure, software development, and digital technologies. Participating in practical projects provided valuable hands-on experience. The curriculum was designed flexibly, allowing for an in-depth exploration of theoretical concepts and practical applications. This comprehensive educational approach ensured that I was well-prepared to address real-world challenges.

2013 - 2018 GCSEs
Samworth Church Academy, Mansfield, Nottinghamshire
8 total (4×B/5, 1×C/4, 1 × Distinction at Level 1, 2 × D/3)

HOBBIES

I possess proficiency in analytical problem-solving, as demonstrated in my current engagement, where I conduct extensive research on complex subjects to improve operational efficiency and adapt to changing conditions. Through my involvement in martial arts and weighted callisthenics, I have cultivated discipline and resilience, which have fostered perseverance and mental fortitude. My strategic thinking and leadership skills were further refined through participation in the Combined Cadet Force, where I enhanced my decision-making abilities and teamwork under demanding circumstances. Additionally, my collaboration and initiative were strengthened during my tenure at The Mill Adventure Base Club, where I engaged in problem-solving and effective teamwork.

REFERENCES

PHILLIPS SOLICITORS Neil Taylor
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